



JOB POSTING BROOKLYN WOODS – PROGRAM MANAGER

Employee Type: Full-Time
Position: 35 hrs/week

Title: Program Manager
Status: Exempt

Brooklyn Workforce Innovations (BWI, www.bwiny.org) – is a non-profit, Brooklyn-based workforce development organization that changes the lives of over 900 jobless New Yorkers each year by offering them the skills and support they need to launch lasting careers. BWI’s eight skills training programs are nationally renowned for being among the most effective poverty-fighting solutions for adults with barriers to employment. We provide free training and job readiness, followed by at least two years of job placement and career-advancement support. BWI helps individuals begin careers in commercial driving, voice and data cable installation, TV and film production and post production, skilled woodworking, and also operates a dynamic, customized training program.

Responsibilities:

The Manager will join a small, committed team passionate about helping jobless New Yorkers launch meaningful careers. You will primarily be responsible for recruitment and program selection, instructional delivery, and coaching participants throughout the program. You will also work closely with the Program Director to ensure the program achieves critical job placement and career development outcomes and to support and maintain program partnerships that grow BWI’s impact.

- Manage and facilitate weekly information sessions, recruitment, and outreach efforts for Brooklyn Woods, a seven-week sector-based skills training program serving 60+ participants annually.
 - Oversee, develop, and implement recruiting strategy.
 - Oversee outreach, orientation, and testing.
 - Interview and assess program applicants.
 - Supervise Program Associates and coordinate their activities.
 - Coordinate day to day activities including scheduling and curriculum.
 - Recruitment and outreach efforts may require intercity travel.
- Facilitate and deliver job readiness training including developing career goals, resumes, job search strategies and interviewing skills.
- Facilitate OSHA 30 and 10 hour SST training
- Support Program Director with job placement services and job counseling to training program graduates, working closely with employer partners to ensure timely and successful hires into quality jobs. Support with preparing graduates for interviews through mock interviews and individual interview coaching.
- Support applicants during selection process by answering phone inquiries, sharing weekly updates, scheduling and conducting selection interviews.
- Manage program tryouts and support the Brooklyn Woods team with final class selection.
- Maintain organized participant files, including placement and retention documentation, to ensure accurate data entry and participant and program progress tracking in BWI’s customized database.
 - Produce reports as needed.

- Maintain participant referral network comprising of government agencies, community-based organizations, social service agencies, and media contacts.
- Provide program and job retention services to Brooklyn Woods students and graduates, including one-on-one support and office hours where participants will receive job development and career advancement services, soft-skill refreshers, professional development opportunities, advocacy, and referrals.

Qualifications:

- Enthusiasm and respect for working with low-income New Yorkers with barriers to employment; strong commitment to BWI's mission and desire to do work creating equity and supporting diverse voices with a measurable impact.
- At least three years of workforce development experience, including community outreach, recruitment, building and maintaining referral networks, and
 - At least one year of experience and demonstrated proficiency with virtual and/or in-person facilitation roles in education, career development, or professional setting.
 - At least one year of job placement experience.
- Exceptional organizational and administrative skills
- Experience coaching, guiding, and instructing individuals and groups in a professional setting.
- Excellent verbal and written communication skills, including maintaining social media platforms.
- Friendly, professional demeanor.
- Available to work flexible hours, including some evenings, early mornings, and/or weekends.
 - Willingness to work entirely in person when requested (i.e., during training cycles).

Compensation & Benefits: \$64,000 - \$69,000 per year, depending on teaching and job-placement experience. BWI offers a comprehensive benefits package, including health and dental insurance (after 60 day-day waiting period), life insurance, employee retirement savings plan, flexible spending program, and 12 paid holidays.

BWI maintains a fun and inclusive office culture, welcomes casual attire, and offers reasonable flexibility in work schedules. Eligible for up to two days of remote work per week, with supervisor approval (full-time, in-person work will be required during portions of the year, based on program training schedules). **Workplace Health/Safety policy states that all new hires are required to be fully vaccinated against the COVID-19 virus.**

To Apply: No phone calls, please. Email cover letter, resume, and salary expectations to Scott Peltzer, Brooklyn Woods Program Director, speltzer@bwiny.org. Please include "Program Manager" in the email subject line.

BWI is an equal-opportunity employer. People of color, community residents, and women are strongly encouraged to apply.