



Program Recruitment Coordinator Job Announcement

Employee Type: Full-Time

Position: 35 hours/week

Unit: BWI Strategic Initiatives

Status: Non-Exempt

Brooklyn Workforce Innovations (BWI, www.bwiny.org) –a non-profit, Brooklyn-based workforce development organization – seeks a dynamic individual to work as a full-time Program Recruitment Coordinator. BWI is a non-profit, Brooklyn-based workforce development organization that changes the lives of hundreds of jobless New Yorkers each year by offering them the skills and support they need to launch lasting careers. We seek to develop programs that counter prevailing market inequalities, especially those based on race and gender, and contribute to a broader movement for economic justice.

The Program Recruitment Coordinator will join a team of committed BWI staff who help New Yorkers launch long-term careers in emerging sectors of work. This hire will support program-wide recruitment activities for all training programs, while supporting BWI’s work in engaging potential participants and supporting them throughout their time at BWI. Day-to-day this role will involve relationship building with and across multiple BWI Program teams, going out to recruitment events in communities across NYC, handing out fliers, recruiting via multiple social media platforms, and making phone calls to community-based organizations, among other activities. The person selected for this position will work closely with the Director of Strategic Initiatives to develop and implement innovative recruitment strategies to engage potential participants. The Program Recruitment Coordinator will also collaborate with other key program staff across the BWI portfolio, and BWI’s Fundraising & Communications team.

Responsibilities:

Core responsibilities of the Program Recruitment Coordinator include:

- Coordinate recruitment and outreach efforts for potential skills training beneficiaries, including building upon, and maintaining BWI’s existing referral networks comprising community-based organizations, social service, and government agencies.
- Utilize social media and other web-based recruitment and retention tools for prospective participants.
- Facilitate regular cross-programmatic conversations around recruitment efforts and best practices.
- Facilitate outreach presentations at community-based organizations, social services, government agencies, and job fairs that serve potential participants.
- Create new referral partnerships to BWI programs.
- Support training applicants to multiple BWI Programs through varying aspects of the application process.
- Weekly phone outreach and supporting multiple program teams in their recruitment needs.
- Work closely with program staff to reach out and support BWI graduates and increase graduates’ connection to BWI.

- Plan and lead professional development and job readiness workshops geared toward potential participants (career planning and computerized job search, e.g.).
- Track applicant information and ongoing points of contact in performance measurement systems.
- Additional duties and special projects as assigned.

Qualifications:

- Bachelor's degree or two years of relevant experience in workforce development.
- Prior knowledge of social media strategy, or comfortability engaging with different social media platforms to increase BWI's recruitment efforts.
- Experience in workforce development and/or vocational counseling preferred.
- Enthusiasm and respect for working with low-income adults and young adults; strong commitment to BWI's mission.
- Demonstrated ability to work well independently and as a member of a team, with a wide variety of stakeholders, including beneficiaries, community-based organizations, and government agencies.
- Excellent communication and computer skills (Microsoft Windows, Word, Excel & internet).
- Well-organized, thorough, strong attention to detail, and motivated.
- Knowledge of NYC-based community service providers preferred.
- Teaching and/or group facilitation experience preferred.
- Bi-lingual speaker preferred.
- Friendly, professional demeanor.
- Available to work flexible hours, including some evenings and weekends.

Compensation: Salary range \$62-65K annually, depending on experience.

BWI offers a comprehensive benefits package, including health and dental insurance (first of the month after a 60-day waiting period), life insurance, an employee retirement savings plan, a flexible spending account, and 12 paid holidays. Employer retirement plan after three years of service.

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). **Workplace Health/Safety policy states that all new hires are required to be fully vaccinated against the COVID-19 virus.**

Start Date: February 2024

To Apply: No phone calls, please. Email resume, cover letter and salary expectations to Vidya Dwarakanath, Director of Strategic Initiatives, VDwarakanath@bwiny.org. Please include "Program Recruitment Coordinator" in the subject line of your email. **Only applications with a cover letter and resume will be considered.**

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