



## Job Announcement

### Program Outreach Specialist – New Americans Bridge Program

Title: Program Outreach Specialist for New Americans Bridge Program

Unit: Adult Education

Job Status: Non Exempt

Employee Type: Part Time 28 hours per week/Daytime and Evening Hours

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Fifth Avenue Committee (FAC) is a 46-year-old nationally recognized South Brooklyn based, nonprofit community development corporation and NeighborWorks America chartered member whose mission is to advance economic, social, and racial justice through integrated, community-centered affordable housing, grassroots organizing, policy advocacy, and transformative education, training and services that build the power to shape our community's future.

FAC works to transform the lives of over 6,000 low- and moderate-income New Yorkers annually so that we can all live and work with dignity and respect while making our community more equitable, sustainable, inclusive, and just. To achieve our mission FAC develops and manages affordable housing and community facilities, creates economic opportunities, and ensures access to economic stability, organizes residents and workers, offers student centered adult education, and combats displacement caused by gentrification.

FAC's Adult Education and Family Literacy unit provides instruction in ELA, Adult Basic Education, HSE, Digital Literacy and an Integrated Education and Training or bridge programming.

The ***New Americans Bridge Program*** is an innovative partnership between FAC's adult education program and FAC's workforce development affiliate, Brooklyn Workforce Innovation's (BWI), Red Hook on the Road (RHOR) and Brooklyn Networks sector-based workforce training programs. This passionate team of instructors and administrators is dedicated to helping foreign born residents of New York City train for and find employment as bus drivers and low-voltage cable installers.

#### Duties:

- Create innovative outreach strategy to identify and connect eligible foreign born New York City residents to bridge and workforce training as a CDL Class B bus driver or a low-voltage cable installation technician.
- Execute that outreach in an organized manner tracking and reporting success of different strategies.
- Oversee 1- 2 program assistants to aid in executing outreach strategy.
- Oversee social media and online communications that relate to Bridge Programming.
- Manage incoming inquiries and connect potential participants with appropriate intake staff.
- Maintain electronic databases tracking participant enrollment and persistence and general program information.
- Provide general administrative support as needed.
- Other duties as assigned.

The Program Outreach Specialist will report to the Director of Adult Education and will assist the New American's Bridge Program Instructor and Coordinator with the continuous improvement process of the Program.



**Fifth Avenue Committ**  
Our Community. Our Future

**Qualifications:**

- Bi-lingual in Spanish and English (professional written and spoken competency)
- High School Diploma or HSE required; BA preferred
- 3 years of experience in Workforce Development or Adult Education
- 2 years of experience supervising staff
- Demonstrated experience with implementing successful outreach strategies in similar setting with similar target populations
- Friendly, professional demeanor in all modes of communication
- Be highly organized and have excellent communication skills
- Demonstrated advance Digital Literacy Skills including with Microsoft Office 365
- Demonstrated experience managing Social Media accounts
- Commitment to FAC's mission of advancing economic, social and racial justice.
- Possess advanced Digital Literacy skills

**Compensation:**

\$28 - \$32 per hour, commensurate with experience. Pro-rated sick, vacation, personal time and paid

holidays. **To apply:** Send resume and cover letter by 05/15/24 to:

Brian Mendes at [bmendes@fifthave.org](mailto:bmendes@fifthave.org),

Director of Adult Education

For more information about the organization see: [www.fifthave.org](http://www.fifthave.org)

FAC is an equal opportunity employer (EEO).

Women, people of color and neighborhood residents are strongly urged to apply.