



NYCHA Resident Training Academy – Program Associate Position Announcement

Title: Program Associate

Program: NRTA

Position: Part-time, 20-24 hours per week

Status: Non-Exempt

Brooklyn Workforce Innovations (BWI, www.bwiny.org) is a non-profit, Brooklyn-based workforce development organization that changes the lives of over 900 New Yorkers each year. We seek to develop job training programs that counter prevailing market inequalities, especially those based on race and gender, and contribute to a broader movement for economic justice. These programs prepare individuals for careers in commercial driving, customer experience roles at tech-enabled companies, voice and data cable installation, TV and film production, post-production, skilled woodworking, and other career pathways through our customized training program. In addition to free skills training, we provide access to credentials and job readiness, followed by job placement and career advancement support.

The NYCHA Resident Training Academy (NRTA) is a job training program that provides soft skills training to unemployed and low-income public housing residents, followed by job placement with NYCHA. BWI seeks a dynamic and organized Part-time Program Associate to provide general support to the program team. The Program Associate will report to the NRTA Program Director.

Responsibilities

- Maintain systems for document and data collection in BWI's Salesforce trainee database and Airtable for tracking and outcome reporting, including verification of employment, job retention, and career advancement of NRTA participants.
- Conduct interviews via Zoom with candidates to determine suitability for the program.
- Support program applicants with navigating the NYCHA application process.
- Improve the success of program participants by assisting with resume prep and job readiness
- Other duties as assigned.

Qualifications

- Strong commitment to the mission of BWI and our partner organizations.
- Excellent communication and organization skills with strong and thorough attention to detail.
- Ability to take initiative, solve problems independently, and demonstrate critical thinking.
- Demonstrated ability to perform administrative duties, including data collection, use of spreadsheets, or database software.
- Interest in working in an environment where your ideas and feedback are welcome.

Compensation: \$23 - \$25 an hour, commensurate with experience. Paid vacation and sick time.

BWI maintains a fun and inclusive office culture, welcomes casual attire, and offers reasonable flexibility in work schedules. Eligible for up to one day of remote work per week, with supervisor approval.

To Apply: No phone calls, please. Email your cover letter and resume to Wade Martzall at wmartzall@bwiny.org by 11/05/25. Please include "NRTA – Program Associate" in the subject line of your email. Only applications with a cover letter and resume will be considered.

BWI is an equal-opportunity employer.