Summer Youth Employment Program (SYEP) 2022

Data Clerk

St. Nicks Alliance, a not-for-profit organization, seeks to transform the lives of North Brooklyn residents through education, employment housing and healthcare, delivering impactful services to children, teens and adults. As a civic anchor, we carry out this mission within the context of building a sustainable community for all. Established in 1994, St Nicks Alliance’s Youth and Education department strives to transform the lives of more than 6,000 North Brooklyn youth, ages 2-24, each year. Through a wide-range of programs, youth are empowered to successfully advance through the stages of education and into young adulthood with the core competencies to thrive, both emotionally and financially. In partnership with schools, families and community, St. Nick's Alliance’s holistic approach to transformation combines youth development, academic enrichment, health and wellness, arts learning and post-secondary readiness.

Program Overview:

St. Nicks Alliance operates one of New York City’s largest Summer Youth Employment Programs, serving 2,500 youth per year. The purpose of the Summer Youth Employment Program (SYEP) is to provide New York City youth with summer employment and educational experiences that build on their individual strengths and incorporate youth development principles. These principles include engaging the talents and interests of youth, developing their skills and competencies, and providing positive adult role models.

The goals and objectives of SYEP are:

- To provide a valuable work experience at job sites that are safe and well supervised (In-person where appropriate)
- To assist youth in identifying their career interests through exposure to different industries, occupations, educational pathways, and the requirements for success in each of them
- To enable youth to acquire positive work habits and develop employment-related skills
- To facilitate the long-term employment and self-sufficiency of youth
- To leverage youth to develop a greater understanding of higher education and career options available to them
- To enable youth to develop financial literacy and other competencies that will prepare them to succeed in their transition to adulthood

Responsibilities:
● Attend recruitment events at various locations to promote SYEP program and increase participant enrollment
● Work with data team specialists to collect and monitor all document collection throughout enrollment process and summer internships
● Must be committed to work 24 hours per week work for 10 weeks from March 21, 2022 to June 25, 2022 and will transition to full time on June 27, 2022 working 35 hours per week
● Must have the ability to work in-person to accomplish data collection process for all assigned participants
● Responsible for collecting, reviewing and assisting participants with the completion of the application process remotely and in-person as needed at the intake site.
● Assist in the enrollment process, collecting all required documentation and assisting participants with internship selection.
● Keep accurate data, maintain participant records and is detail-oriented and organized
● Maintain communication with program participants and their parents/guardians regarding program information.
● Administrative duties such as data entry, report generation, etc
● Follow policies and confidentiality dictations to safeguard data and information
● Other duties as assigned by supervisor
● Must be able and comfortable using technology to meet with participants remotely, as needed

Qualification:

● High School Diploma and at minimum one year experience in the clerical field
● Excellent oral and written communication, presentation and interpersonal skill
● Established ability to build and cultivate relationships, and influence strategies and techniques for high level corporate executives, community leaders, high net worth individuals, and diverse constituents
● Demonstrated knowledge of Microsoft Windows, MS Word, and MS Excel
● Ability to work independently and in a group
● Must be vaccinated

HOW TO APPLY:
Please submit a cover letter and resume to youthresumes@stnicksalliance.org with job title in subject line. St. Nicks Alliance is an equal opportunity employer and encourages people of all backgrounds to apply