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:**
The purpose of the Summer Youth Employment Program (SYEP) is to provide New York City youth with year-round 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. St. Nicks Alliance operates a large-scale SYEP program serving nearly 2500 teens and young adults annually.

The goals and objectives of SYEP are:
- To provide a valuable educational work experience at job sites that are safe and well supervised
- 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

The position of Employment Education Specialist supports the achievement of these goals by supporting the development of remote and in-person work experiences for 2500 youth. This is a full-time, temporary position that begins in March, as the SYEP program begins to scale up with the application, enrollment, orientations and work site development. The role of the Education Specialist will oversee all related SYEP workplace experience workshops, Project Based Learning experiences, Sector Based work experiences and collaborate with other CBO’s that are providing educational based learning experience for youth.

**Responsibilities:**
- Interview and hire SYEP facilitators
- Provide supervision to all SYEP Facilitators
- Develop educational programming for SYEP participants. Work closely with SYEP Job Developers/site monitors to ensure all program components are aligned and meet SYEP requirements.
- Evaluate and create curriculum and training programs for in-person programming.
- Oversee coordination of pre-service work readiness training for participants.
- Develop innovative solutions to improve participant outcomes and skill development.
- Develop and facilitate workshops for SYEP staff to help them implement curriculum and improve their teaching/delivery methods.
- Ensure all Project Based Learning and training components are fully attended to complete a successful project.
- Monitor and evaluate the success of the training/educational components of the program and make any necessary changes as challenges are identified.
- Supervise Work Readiness Facilitator(s).
- Accountable for ensuring St. Nicks Alliance maintains a safe and inclusive environment for youth that meets all compliance and requirements set forth by the organization, DYCD, and applicable labor law.
- Keep accurate track of participant attendance, and follow up when necessary.
- Ensure regular submission of all component related documents to the database clerk, in a timely manner.
- Attend weekly supervision sessions with the Program Director.
- Lead weekly facilitator meetings.
- Other duties and special projects as assigned.

**Qualifications:**

- AA and at minimum two year experience in youth development or BA and one summer of SYEP.
- Demonstrated experience working with youth development programs and facilitating educational workshops for young people.
- Collaborate with Case Managers/ Site Monitors and community employers to support participants.
- Ability to serve as a strong role model, provide guidance to young workers, and mediate conflict as needed.
- Strong interpersonal skills and ability to work in a professional setting.
- Must be vaccinated.

Submit a resume and cover letter with the Subject “SYEP Education Specialist” to youthresumes@stnicksalliance.org

Print Name: ______________________
Signature: _________________________

Date: __________________________