Summer Youth Employment Program (SYEP 2022)
Job Developer

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. Nicks 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 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:
- Serve as a mentor to youth participants by supporting positive behavior, work skills development and teaching life skills to youth.
- Develop diverse worksites in the private and public sector.
- Develop and cultivate relationships with worksite supervisors.
- Conduct weekly site visits & collect timesheets on a weekly basis and ensure completion with accuracy
- Ensure participant time sheets are completely, correctly, and accurately filled out and communicate with Payroll Coordinator to resolve any issues
- Communicate with the Program Manager(s) regarding any conflicts with worksite assignments.
- Work closely with program staff and employers to determine the best employment matches based on qualifications and interests.
- Make ongoing follow-up calls with job-seekers and employers to determine employment status
and collect employment verification documents.

- Support the employment needs of unemployed/underemployed low-income and diverse population of NYCHA residents and Vulnerable Youth population.
- Perform other duties as assigned.

**Qualification:**

- High School diploma and at minimum one year or two summers experience working with adolescents or young adults
- Organization and attention to detail, including ability to triple check documents for accuracy and completion
- Ability to serve as a strong role model, provide guidance to young workers, and mediate conflict as needed
- Experience and skills facilitating active workshops on a wide variety of employment readiness topics
- Ability to travel independently to worksites and interact professionally with a wide variety of constituent
- Must be vaccinated

Submit a resume and cover letter with the Subject “SYEP Job Developer" to youthresumes@stnicksalliance.org