JOB TITLE: YOUTHBUILD Work Experience Coordinator
REPORTS TO: PROGRAM DIRECTOR, YOUTHBUILD PROGRAM

St. Nicks Alliance is a nonprofit, nonsectarian community-based organization founded in 1975 with the mission to serve as a catalyst to improve the quality of life of residents in North Brooklyn communities through its work in five main areas: housing, healthcare, workforce development, economic development, and youth and education. St. Nicks Alliance’s Workforce Development division provides comprehensive workforce services leading to employment and a career ladder for unemployed and under-employed community residents.

JOB SUMMARY:

St. Nicks Alliance seeks a successful candidate to support its newly awarded YouthBuild Program in collaboration with the Department of Labor (DOL). The YouthBuild Work Experience Coordinator will be responsible for developing and building capacity/partnerships with potential internship providers in the Construction, and Healthcare fields.

The goal of this role is to build internship, externship, and apprenticeship opportunities. Further, the Work Experience Coordinator will work with the YouthBuild Job Developer to successfully match graduates of YouthBuild’s Construction and Construction Plus (Healthcare) cohorts with employers in the construction, healthcare, and other related fields. The candidate will also be responsible for ensuring partner sites can support YouthBuild’s 42 annual participants in developing industry specific skills. The applicant will add an additional layer of screening to potential internship participants to ensure that they have the support that they need to begin interning and that they are aware of the job responsibilities / requirements before getting matched to a site.

This role will also require the timely collection and submission of funder required documents, weekly visits to internship sites once they are up and running to collect timesheets and other required documents and the submission of payroll for all registered interns. This candidate must have a strong understanding of young adult employment skill development, job readiness practices, deficits and success strategies in increasing young adult participation in the labor market. Prior experience developing work experience internship opportunities is highly preferred. Candidate must be able to report to the office...
Full-Time 5-days a week to support the YouthBuild Program In-Person Education and Training program.

**DUTIES:**
- Managing and inspiring a caseload of up to 42 participants annually.
- Responsible for developing a diversity of professional, strong and valuable internship worksite opportunities in construction and healthcare for the Young Adults and matching them with employer/intern hosts.
- Responsible for developing a diversity of valuable internship worksite opportunities specifically in the construction and healthcare field and matching participants with employer/intern hosts timely (upon training completion).
- Work with St. Nicks Alliance Affordable Housing Partner Contract to ensure 22 construction trainees annually are placed in work experience development projects.
- Serve as primary liaison to Construction Work Experience General Contractor partner and support on the worksite as needed during work experience apprenticeship.
- Responsible for recruiting, placing and supporting 20 young adult interns annually to work in funder paid healthcare clinical internships where young adults gain work experience.
- Determine eligibility for young adults through intake and individual and/or group assessment processes.
- Responsible for developing and facilitating weekly in-person work readiness workshops to young adults.
- Visit worksites weekly (upon participants starting their internships) to ensure the collection of weekly timesheets and weekly worksite assessments.
- Ensure that all required internship paperwork is submitted in a timely fashion, is complete, accurate and has proper approval prior to program submittal deadlines in our funder payroll database.
- Hold periodic one on one meetings and alumni events with employed graduates to ascertain goals, on the job problems and any other potential barrier to continued employment.
- Work closely with program job developers to ensure participants have a clear path to employment once internships complete.
- Continue to work with program Job Developer to look closely at employer/internship host employer contacts to see if there are areas to connect each other for potential expansion.
- Provide a minimum of 2 case notes in both funder database systems as well as our internal ETO database system the work experience component.
- Work closely with program staff to review client progress, challenges and outcomes.
- Assist in Facilitating youth work readiness sessions across young adult programs as needed. · Work collaboratively with all youth related programs to assist with participant recruitment, intake, screening and enrollment when necessary.
- Maintain case records in accordance with program standards.
- Real time data entry and milestone tracking in St. Nicks Alliance ETO Database.
- Follow department calendaring procedure to ensure coverage, support, and collaboration
- Perform other duties as assigned

**Annual Salary:** $55,000-$60,000

**How to apply:** Please submit a thoughtful cover letter and resume to snaworkforcehr@stnicksalliance.org with Work Experience Coordinator in the subject line. Visit www.stnicksalliance.org to learn more about the organization. Please no phone calls.