St. Nicks Alliance Workforce Development division provides comprehensive workforce services leading to employment and a career ladder for unemployed and under-employed community residents including credentialed, employer-linked technical training in Technology. We are currently seeking an experienced Tech Recruitment Coordinator to help support our growing Technology training including recruiting, screening, developing tech literacy data analytics & IT Help Desk Support internships and job placements for our credentialed training in Technology.

The Tech Recruitment Coordinator will work closely with the Tech Literacy Manager and our Deputy Director of Skills Training to ensure the program selects the best candidates from the local community who have an interest in developing careers in Technology. The training will provide Microsoft Excel Specialist, Oracle SQL and Tableau certifications. Through our pilot cohorts participants will receive certificates in either Google Data Analytics or Google IT Support. Graduates of the Data Analytics training will be able to work across sectors providing data analytics and telling the story of the data.

Responsibilities:

- Recruit, Screen, and Enroll Participants to support up to 5 cohorts of training annually
- Support paid internships upon completion of technical training, and take the lead on job placements for 75 graduates of Tech Training
- Enroll 75 Tech Literacy Participants across 5 cohorts over the course of a year
- Develop, Expand and Maintain relationships with Tech Sector Employers and Employers across sectors for 150-Hour internship and Job Placement in Data Analytic related positions
- Ensure 75 participants are matched to paid internships upon completion of technical training
- Develop a diversity of Tech Job opportunities and recruitment events prior to graduation.
- Place a minimum of 80% of current and past graduates in career growth opportunities.
- Provide supportive services and case management to an active caseload of 15-30 trainees
- Facilitate Workplace Success Job Readiness Training, cultivate guest speakers, and expose participants to career paths
- Work closely with Technical Training providers and the Tech Literacy Manager to ensure funder deliverables are met
- Assist in the recruitment for google certification Tech Literacy pilot cohorts for certifications in IT Support, Data Analytics, Project Management, and UX Design
- Provide tech pathway career coaching to trainees while enrolled in all phases of the program: training, job search, and post placement. Coaching should focus on strategies to help students improve their income and advance in their careers on a career path track
- Assist in tech participant recruitment. i.e. attending community events (in-person or virtually), building tech industry relationships and sharing promotional materials with schools, shelters, case workers, justice involved programs and any other community partners; facilitating information sessions for specific agencies / partners, being available to table and/or speak to the services we offer at community events, etc.
- Visit/monitor students at external training sites when training is in session
- Provide supportive service and case management to all participants, ensure that students’ folders are complete including copies of identification, documents and case notes and student information is entered in ETO accurately and on a timely basis.
- Administer host employer and intern paperwork in compliance with St. Nicks Alliance HR
- Monitor, document and follow up on students’ daily attendance and participation
- Assist in securing documentation for verifying employment. i.e. pay stubs and ensure that case notes around these interactions are entered in real time
- Timely record keeping and quality assurance for compliance with various funding sources
- Perform other tasks in support of St. Nicks Alliance as directed

Qualifications:

- Bachelor’s degree in education or technology and 2+ years of experience in program coordination, recruitment, internship/job development in the Tech sector.
- Strong written and oral communication, organizational and project management skills.
- Ability to build strong relationships with participants with limited technology skills.
- Knowledge of community resources, culturally-diverse individuals, and high risk populations.
- Ability to work independently with a strong sense of focus.
- Ability to collaborate with other members of the Workforce Development team.
- Must be fully vaccinated for COVID-19 and provide proof of vaccination

How to apply: Please submit a thoughtful cover letter and resume with Tech Recruitment Coordinator in the subject line to snaworkforcehr@stnicksalliance.org. Visit www.stnicksalliance.org to learn more about the organization. Please no phone calls. St Nicks Alliance is an Equal Opportunity Employer.

Job Type: Full-time
Pay: $45,000.00 - $60,000.00 per year