Train & Earn - Young Adult Recruitment and Retention Specialist

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 underemployed community residents.

Job Summary:
St. Nick's Alliance seeks a full-time Young Adult Recruitment and Retention Specialist for its Train & Earn youth program in collaboration with the Department of Youth and Community Development (DYCD). The Recruitment and Retention will work to ensure that the program meets its enrollment goal of training 110 young adults (ages 16-24 who are out of school and out of work) yearly. She/he will recruit students by developing alumni networks, visiting high schools, college admissions events, and partnering with CBOs. She/he will also process participants’ applications and input into the DYCD PTS and St. Nicks Alliance ETO systems. She/he will also conduct interviews, arrange onsite tours, and conduct monthly information sessions. She/he will report to the Train and Earn Program Manager.

*Please note that this is an in person role.
** All candidates must be fully Vaccinated for COVID-19.

Responsibilities:
- Goal for the Recruitment and Retention Specialist is to annually recruit 110 young adults aged 16-24 across 5 cohorts of 20-25.
- Focus recruitment primarily on young adults in North/Central Brooklyn who are vaccinated for Covid 19 who are out of school and out of work.
- Responsible for helping the Train and Earn program meet its allocation / enrollment goals with quality candidates for each of its three training areas (Green Construction, IT Help Desk Support and Healthcare (HHA))
- Enrollment Goals for each training cohort must be met to ensure compliance with DYCD annual enrollment goals as well as Certification, graduation, internship and job placement goals.
Attend all relevant recruitment events on a monthly basis (including some evenings and weekends) and work to continue to build recruitment and outreach opportunities within communities and/or partnerships.

Build and sustain relationships with the key personnel of local high schools / colleges, NYCHA and other key community institutions to help programmatic recruitment efforts.

Build and sustain strong relationships with all young adult participants and support career retention post technical training and take the lead on all quarterly retention goals.

Maintain an active retention case load of 55 alumni.

Facilitate youth work readiness sessions in college readiness, job search and networking, entrepreneurial skills and mock interviews for each new Train & Earn cohort.

Ensures that application information and credentials is entered into the funder database (DYCDConnect/PTS) and into St. Nicks Alliance database (ETO) on a bi-monthly basis and maintain case records in accordance with program standards.

Reviews prospective participant’s applications and ensures they have all qualifying documents to be matriculated into the program.

Follow up with students to verify any application issues, including discrepancies or missing information.

Conducts weekly young adult training info sessions and new cohort orientation for prospective students and answers questions about the Train and Earn program.

Help to ensure that all enrollment and programmatic goals are being achieved in a timely manner.

Attend all relevant programmatic trainings and conferences.

Performs other related duties as assigned.

Qualifications:

- Excellent Communication Skills, BOTH ORAL AND WRITTEN.
- A minimum of 2 years’ experience working in a social service organization or employment related program with 1 year involved in working with youth.
- Previous Recruitment experience is a plus.
- Bachelor's Degree required.
- Prior experience working with DYCD funded programs a plus.
- Demonstrated success with outcomes and performance management.
- Background in youth development with a focus on 16-24 year olds.
- A minimum of 2 years experience managing and imputing program data utilizing a database program.
- Ability to work 35 hours per week Monday-Friday 9am-5pm in the office and occasional evening/weekend availability.
- Must be fully vaccinated for COVID-19 and provide proof of vaccination.
Salary: $45,000 - $50,000 Based on experience

To apply, applicants should send a cover letter indicating position desired and salary along with a resume electronically to the Train and Earn program manager at snaworkforcehr@stnicksalliance.org. Visit www.stnicksalliance.org to learn more. Only candidates selected for an interview will be contacted. Criminal background check required. St Nicks Alliance is an Equal Opportunity Employer.