Nontraditional Employment for Women (NEW)

Administrative Program Associate

Organization Description
Nontraditional Employment for Women (NEW) prepares, trains, and places women in careers in the skilled construction, utility, and maintenance trades, helping women achieve economic independence and a secure future. Founded in 1978, NEW is a sector-based workforce development program that focuses on placing women in skilled, unionized jobs in the trades with starting wages averaging $19 per hour, benefits, and a path to higher-wage employment. NEW primarily serves low-income minority women from all five boroughs in New York City. NEW is the longest-running program of its kind in the nation and has helped thousands of New York City women secure skilled, unionized jobs in the construction, transportation, and utilities industries.

Position Overview
Nontraditional Employment for Women is seeking an Administrative Program Associate to provide administrative and support to program staff and coordinate various program initiatives. The Program Associate works closely with program staff and reports to the Vice President of Programs. Responsibilities will include:

Administrative tasks:
- Assist VP-P with data/information requests as needed
- Monitoring, responding, and appropriately routing requests for information and services from the general public.
- Supporting staff and new hires in data entry and database utilization.
- Maintain internal scheduling system.
- Run reports, analyze data and make recommendations to the VP-P.

Programmatic:
- Facilitate information sessions for perspective students, community partners and other organizations.
- Coordinating and facilitate NEW’s program application and enrollment services including information session registration, administering TABE assessments, entrance interviews and referrals for social service intakes.
- Creating new client records in the database and updating records to align with client’s phase in the continuum of services.
- Organize and conduct workshops to support NEW’s Young Women’s programs.
- Collaborating with social services to create and update student rosters.
- Creating and compiling invoices and associated materials for submission to funders.
- Conducting quality assurance practices to include performing regular file reviews to ensure records are complete and establishing systems for follow up. Performing data entry, conduct quality reviews of data entry and system information.
- Creating and updating program and agency forms as needed.
- Collect, analyze and report program statistics including recruitment, training, employment and retention.
- Perform other duties as necessary.

**Skills and Requirements:**

The ideal candidate will possess the ability to take initiative, work independently, prioritize responsibilities and deadlines, and think creatively. The candidate qualifications are as follows:

**Required Qualifications**

- Bachelor’s degree or at least 3 years of administrative experience.
- Strong organizational and project management skills.
- Experience in data entry and data analysis.
- Ability to work independently and manage multiple projects.
- Excellent written and oral communication skills.
- Availability to work evenings or weekends as needed.
- Strong customer service and interpersonal skills and comfort in engaging a diverse audience.

**Preferred Qualifications**

- Experience providing administrative or programmatic support in workforce development, education or human services organizations.
- Knowledge of or interest the New York City construction industry, workforce development or labor.
- Experience working with a diverse client base, particularly women of color.

Salary commensurate with background and experience. Full benefits package. NEW is an EEO.

**To Apply**

Please send a cover letter, resume, and references to jobs@new-nyc.org with the subject line:

“Administrative Program Associate.” All submitted documents should be labeled with the applicant’s name and desired position. “Jane Doe Resume Program Associate”.

*Nontraditional Employment for Women (NEW) is an Equal Opportunity/Affirmative Action employer. All qualified candidates will receive consideration for employment without regard to disability, protected veteran status, race, color, religious creed, national origin, citizenship, marital status, sex, sexual orientation/gender identity, age, or genetic information.*