Nontraditional Employment for Women
Project Manager, Child Welfare Pilot Programs

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 for themselves and their families. At the same time, NEW provides a pipeline of qualified workers to the industries that build, move, power, green, and maintain New York.

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 serves women in underserved communities as well as individuals with underrepresented backgrounds including low-income girls, women, transgender, and non-binary individuals 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
NEW’s social services team provides holistic services to NEW’s applicant, student, and graduate community. The social services team is responsible for maintaining the agency’s thorough understanding of current barriers to enrollment, employment and other community needs as well as the public, nonprofit and other sources of information, referral and support available to address these needs.

The Project Manager, Child Welfare Programs is a full-time position. The Project Manager, Child Welfare Programs will report to the Director of Social Services and will engage in the following duties:

- Research and follow trends in the availability of childcare placement services and payment assistance in the New York City Metropolitan Area and create reports reflecting their research.
- Responsible for identifying, assessing, and enrolling current NEW participants into the program.
- Network and partner with childcare resource and referral agencies to aid in childcare assistance and placements for NEW candidates, students, and graduates.
- Assist and provide case management to training candidates and graduates with childcare needs via video platform, email, phone or in person.
- Advocate for NEW candidates, students, and graduates with City and State agencies to ensure that they receive the benefits and services they need.
- Compile, organize, and provide analysis of data to demonstrate the need and use of nontraditional childcare and provide insight to help evaluate and evolve the program.
- Facilitate psychoeducational workshops
- Conduct individual psychosocial assessment sessions via video platform or in person.

Required Skills and Qualifications
- Bachelor’s Degree and 2 to 3 years’ experience in social service settings providing case management services, information, and referrals.
- Detail and deadline-orientated with strong organizational skills.
- Strong interest in supporting children and families.
- Dynamic and dependable communication and follow-up practices.
• Strong researcher, able to interpret data and translate policy into person-centered, digestible presentations and materials.
• Comfort in using Microsoft Office Suite, Zoom and other virtual meeting and remote work platforms

**Strongly preferred Skills and Experience:**

• Knowledge of evidence-based models related to childcare disparities in urban communities.
• MSW with SIFI certification.
• Knowledge of governments and non-profit wrap around programs in the NYC area.
• Experience managing and analyzing data related to pilot programs.
• Experience scaling and implementing pilot programs.
• Ability to liaise with multiple levels of stakeholders.

**To apply:** Please send resume and cover letter to jobs@new-nyc.org with the subject line Project Manager, Child Welfare Programs. All submitted documents should be labeled with the applicant’s name and desired position. “Project Manager, Child Welfare Programs.”

*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.*