Nontraditional Employment for Women (NEW)
Community Partner/Outreach Coordinator

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 Community Partner/Outreach Coordinator will work closely with the Training team and Director of Social Service. This position supports connecting the community with NEW’s training programs and services. The Community Partner/Outreach Coordinator is a full-time position. This position is temporarily hybrid in-person and online. Duties include, but are not limited to:

Responsibilities:

- **Outreach:**
  - Work with the Program Team to identify, attract, and select diverse, high-quality candidates.
  - Exceed performance goals for referrals, events attended and partnership development.
  - Provide Info Sessions for the public on NEW’s programs.
  - Collect, analyze and report outreach statistics including applications, attendance, testing, recruitment events etc.
  - Provide administrative and clerical support to staff as needed

- **Relationship Management:**
  - Facilitate and coordinate logistics for job fairs, and other marketing events.
  - Develop innovative strategies for researching and cultivating identified pools of talent and individual prospects.
  - Represent NEW in a professional and engaging manner at internal and external events.
  - Participate in the strategic development, implementation, and management of new and existing partnerships including community-based organizations, elected
officials, schools and to ensure alignment of the recruitment process with program needs
  o Work with director to create and implement referral goals for all partners to ensure quality referrals.
  o Facilitate onboarding and ongoing partnership meetings.
  o Support the growth and management of partnership portfolio.
  o Corresponds with partners to provide feedback about referrals.

Qualifications:
The ideal candidate will be a self-motivated, innovative, and creative thinker with project planning experience. S/he will possess the ability to take initiative, work independently, prioritize responsibilities and deadlines, and think creatively. The following qualifications and experience are required:

Required skills and Experience:

  • Proof of vaccination
  • Associates degree and at least 2 years related experience including sales, customer service, non-profit outreach, marketing, facilitation, etc.
  • Excellent communication, organizational and interpersonal skills, and an ability to interact well with and understand the interests of diverse client bases including women, partner organizations, unions, and colleges.
  • Knowledge of New York City social service systems and community-based organizations
  • Strong computer skills including data analysis, database entry, and ease of use with Microsoft Office Suite, Zoom and other virtual meeting and remote work platforms
  • Experience with using databases like Salesforce and Google Spreadsheet a plus
  • Some early morning, evening and weekend hours, flexibility required.
  • Ability to work in fast-paced environment and meet deadlines.

Strongly preferred skills and experience:

  • Valid Driver’s License with access to a licensed vehicle
  • Experience in nonprofits or workforce development preferred
  • Knowledge of the construction industry, workforce development, organized labor a plus.
  • Bachelor’s degree

Full benefits package. NEW is an EEO Employer.

To apply: Please send resume and cover letter to jobs@new-nyc.org with the subject line “Recruitment Coordinator” All submitted documents should be labeled with the applicant’s name and desired position (e.g. “Jane Doe Resume Recruitment Coordinator”).

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.