

**NEW – Nontraditional Employment for Women
Director of Employer Relations**

Organization Description

Nontraditional Employment for Women (NEW) is a nonprofit community-based organization that trains economically disadvantaged women for nontraditional careers that provide a good living wage and benefits. 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. NEW is experiencing a period of unprecedented growth and expects to expand its programs significantly over the next few years. NEW is currently recruiting staff for newly created positions to support this growth.

Position Overview

Nontraditional Employment for Women is seeking a Director of Employer Relations to manage job development, job placement, and retention. Responsibilities include:

- Networking with construction, utility, transportation, and labor executives;
- Developing job opportunities focusing on labor unions, contractors, employer associations, and public agencies;
- Managing the employment plans for NEW graduates and working to place these women in nontraditional careers;
- Working with program staff to create employer based customized training for new job opportunities and adjusting training curriculum to meet the needs of employers;
- Developing programs for NEW's graduates focusing on retention including mentoring programs; and
- Developing and meeting the goals set for placement and retention.

The Director of Employer Relations manages staff and reports to the Vice President for Programs.

Requirements

The ideal candidate will be a self-motivated, innovative thinker with management 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:

- Three plus years of management experience;
- Five plus years of experience in program development and/or project management working in workforce development, construction management, organized labor, and/or social services;
- Bachelor's degree;
- Advanced degree in social work, public policy, engineering, or business administration preferred, but not required;
- Excellent communication skills; and
- Experience in data analysis.

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

To Apply

Deadline is March 12, 2007 5 PM. Please send a cover letter, resume, and references to: jobs@new-nyc.org.