

**NEW – Nontraditional Employment for Women
Retention Specialist**

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 Retention Specialist to provide services for NEW's graduates. NEW is expanding its retention efforts for its graduates and its efforts to serve as a resource for all women in nontraditional jobs. Responsibilities include:

- Implementing a program to provide networking services to all women working in nontraditional jobs;
- Designing and implementing new retention programs including an annual employer survey, a mentoring program, women's committee development, and an alumni network;
- Scheduling regular events for NEW graduates;
- Maintaining resources for NEW's graduates including an alumni website and newsletter; and
- Meeting the goals set for retention.

The Retention Specialist works closely with the Employment Manager, and reports to the Director of Employer Relations.

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 experience in program development and/or project management working in workforce development, construction management, organized labor, and/or social services;
- Bachelor's degree;
- Excellent communication skills; and
- Experience in data analysis.

Salary \$35,000 to \$45,000 commensurate with background and experience. Full benefits package. NEW is an EEO Employer.

To Apply

Deadline is March 2, 2007 5 PM. Please send a cover letter, resume, and references to: jobs@new-nyc.org.