

NONTRADITIONAL EMPLOYMENT FOR WOMEN

Program Coordinator - Evening Training Program

NEW is a nonprofit organization that helps the construction industry and other blue-collar employers increase their workforce diversity by preparing women for nontraditional jobs in the building and construction trades, in the utilities and transportation industries, and in facilities maintenance and repair. Our skills training programs lead to many professional careers—among them, carpenters, painters, operating engineers, electricians, laborers, plumbers, track workers, general utility workers, and elevator mechanics.

Reporting to the Vice President of Programs, the Program Coordinator is responsible for overseeing the functions of NEW's evening pre-apprenticeship training program. Working with program and instructional staff, the Program Coordinator oversees all aspects of NEW's evening training program, NEW at Night, including supervising evening instructors; serving as liaison between evening students and program staff; ensure enrollment; monitoring student progress in training; provide orientations for the public at NEW's facility; develop class schedules for evening programs; confirm instructor hours; observe instructors and students; monitor data entry and student files and process reports; order class materials.

Qualification Requirements:

- Bachelors degree required; Master's Degree in related field a plus
- Ability to interact with, and understand the interests of, diverse client bases: women in the community, instructional staff, and labor unions
- Must be available Tues, Wed and Thurs for afternoon/evening hours and Saturday starting 7AM
- Must possess strong interpersonal and computer skills
- Knowledge of the NYC construction industry, especially apprenticeship, a plus
- English-Spanish bilingualism a plus.

How to Apply:

Please send a resume and cover letter to jobs@new-nyc.org with PROGRAM in the subject line.