

## **Nontraditional Employment for Women (NEW) Program Coordinator**

### **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, energy, transportation, and facilities maintenance industries.

### **Position Overview**

The Program Coordinator will manage the functions of NEW's pre-apprenticeship training program. Responsibilities include:

- Oversee all aspects of the implementation of the program;
- Work with program staff to ensure full enrollment in the program;
- Provide ongoing programmatic and student support during the training;
- Monitor student progress in training and provide feedback to students;
- Supervise instructors for classes;
- Provide orientations for the public on NEW's programs;
- Conduct interviews to select candidates for the program;
- Facilitate classes in industry overview and job readiness;
- Manage data and monitor data entry, student files, class materials and process reports.

The Program Coordinator will work closely with the two additional Program Coordinators and reports to the Director of Workforce Development.

### **Requirements**

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:

- Experience in program development and/or project management;
- Strong ability and desire to take initiative to expand and develop NEW's program;
- Excellent interpersonal skills, and an ability to interact well with and understand the interests of diverse client bases including women, instructional staff, partner organizations, unions, and colleagues;
- Strong computer skills including data analysis, database entry, and ease of use with all Office applications;
- Available to work evenings, as necessary; ability to work flexible hours as needed;
- Bachelors Degree or significant experience in the field strongly preferred;
- Knowledge of the construction industry, workforce development, organized labor a plus.

Salary \$40,000. Full benefits package. NEW is an EEO Employer.

### **To Apply**

Please send a cover letter, resume, and references with "Program Coordinator" as the subject line to: [jobs@new-nyc.org](mailto:jobs@new-nyc.org).