

NEW – Nontraditional Employment for Women Training Assistant

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

Nontraditional Employment for Women is seeking a Training Assistant to provide administrative support to program staff. The Training Assistant works closely with program staff and responsibilities will include:

- Operate busy phone switchboard;
- Monitor front door and lobby area and deliveries;
- Organize and maintain program files;
- Prepare student materials;
- Conduct information sessions for the public at NEW's facility;
- Scheduled appointments for students and potential students and maintain staff calendars;
- Assist with the collection and preparation of materials for deadlines;
- Data entry, conduct quality reviews of data entry and system information
- Provide follow-up via phone or mail for training applicants;
- Administer, Proctor and Grade TABE assessments
- Maintain ordering and delivery of program instructional materials and tools;
- Order and maintain accurate accounting of student carfare;
- Collect, analyze and report program statistics including recruitment, attendance and retention;
- Provide administrative and clerical support to staff as needed
- Perform other duties as necessary.

The Training Assistant reports to the Director of Workforce Development.

Requirements

The ideal candidate will possess the ability to take initiative, work independently, prioritize responsibilities and deadlines, flexibility required and think creatively. The following qualifications and experience are required:

- Bachelor's degree preferred, HS Diploma and two years relevant experience required;
- Previous background in non-profit or job training programs preferred;
- Excellent communication and organizational skills;
- Ability to work in fast-paced environment;
- Available to work evenings, Saturdays, and flexible hours as needed;
- Computer proficiency in MS Word, Access, Excel and database applications necessary.

Salary \$30,000. Full benefits package. NEW is an EEO Employer.

To Apply

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