

NEW – Nontraditional Employment for Women Program 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, facilities maintenance, and green industries.

Position Overview

Nontraditional Employment for Women is seeking a Program Assistant to provide administrative support to program staff and coordinate various program initiatives. The Program Assistant works closely with program staff and reports to the Executive Vice President. Responsibilities will include:

- Maintain and monitor NEW's performance-based contract tracking systems;
- Assist with the collection and preparation of materials for deadlines;
- Data entry, conduct quality reviews of data entry and system information;
- Organize and maintain program files;
- Assist with the collection of documents from applicants, students, and graduates;
- Scheduled appointments;
- Provide follow-up via phone or mail for training applicants, students and graduates;
- Collect, analyze and report program statistics including recruitment, training, employment and retention;
- Schedule regular events for NEW students and graduates;
- Maintain ordering and delivery of program instructional materials and tools;
- Order and maintain accurate accounting of student carfare;
- Provide administrative and clerical support to staff as needed;
- Perform other duties as necessary.

Requirements

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

- Bachelors degree or significant related experience in the field strongly preferred;
- Experience in nonprofits or workforce development preferred;
- Excellent communication and organizational skills;
- Strong computer skills including data analysis, database entry, and ease of use with database systems and all Office applications;
- Ability to work in fast-paced environment and meet deadlines;
- Must be available on Saturdays;
- Knowledge of the NYC construction industry, especially apprenticeship, a plus.

Salary \$35,000. Full benefits package. NEW is an EEO Employer.

To Apply

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