

NEW – Nontraditional Employment for Women Employment 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, 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 to support this growth.

Position Overview

The Employment Coordinator/Job Developer manages and implements job development and placement activities. Responsibilities include:

- Managing the employment plans for NEW graduates and working to place these women in nontraditional careers;
- Creating resumes for students, and submitting resumes to employers as appropriate;
- Holding regular job appointments with students, and ensuring efficient caseload management;
- Researching employment opportunities focused on labor unions, contractors, employer associations, and public agencies;
- Conducting outreach to potential employers to increase employment opportunities for graduates;
- Monitoring and conducting activities such as data entry, filing and database reports;
- Assisting in developing and meeting the goals set for job placement and retention;
- Maintaining and updating written materials related to job placement;
- Related duties as assigned.

The Employment Coordinator works closely with another Employment Coordinator and the Coordinator of Special Initiatives, and reports to the Director, Partnerships and Special Initiatives.

Requirements

The Employment Coordinator is a self-motivated, innovative thinker with 2-5 years of project management experience. S/he has excellent interpersonal skills, and enjoys working with a variety of people. S/he also possesses the ability to take initiative, work independently, prioritize responsibilities, and meet deadlines. NEW seeks candidates with the following qualifications and experience:

- Bachelor's degree or significant related experience required,
- Excellent interpersonal skills, with an ability to interface with a variety of individuals and companies daily,
- Experience working with clients on a one to one basis,
- Strong written and oral communication skills.
- Experience working on multiple projects simultaneously, and successfully prioritizing tasks,
- Must be able to multi-task and work in a fast paced environment with changing job tasks,
- Knowledge of the NYC construction industry, especially apprenticeships, a plus
- Must be available for weekly evening and some weekend hours.

Salary: \$40,000. Full benefits package. NEW is an EEO Employer. Please send a cover letter stating specific interest in the position and related qualifications, resume, and references with "Employment Coordinator" as the subject line to: jobs@new-nyc.org.