



Workforce Development Manager JOB DESCRIPTION

Position: Workforce Development Manager

Reports to: Director of Older Youth Programs

Supervises: YA Program Assistant, Employment Associate; *Job Placement/Developer Specialist*; RH Works Interns

Salary: \$50-56K depending on experience

Hours per week: 40 hours/week, Non-Exempt, Monday-Friday (hours can be flexible; at least 3 Evenings)

Collaborators: HR & Operations, Development Team, Database & Evaluation Coordinator, Program Leads

About RHI: For 18 years, [Red Hook Initiative](#) (RHI) has nurtured young people in Red Hook, Brooklyn, to be inspired, resilient and healthy, and to envision themselves as co-creators of their lives, community, and society. Dozens of participants in RHI programs have returned to RHI as staff and have jump-started careers in youth development from there. A key component of our approach to youth development and community building lies in the integration of socio-emotional support. Social work values and holistic practices are essential.

Summary and Description: The workforce development manager leads RHI's older youth workforce development pipeline serving ages 16 to 24-years-old to make advancements in their economic mobility and pursue their goals by offering services for career readiness & exploration, securing financially viable employment, and employability skills-building. They will manage RHI's Young Adult workforce development offerings, which predominantly focuses on serving out-of-school & out-of-work residents, college scholars, as well as the underemployed. The workforce development manager oversees the young adult individualized employment consultations & goal-setting sessions, occupational skills training referrals, and subsidized internship placements. They supervise a series of workforce readiness employability skills workshops preparing inexperienced youth to build their capacities related to become self-starters with competencies needed for economic mobility. The manager is also responsible for maintaining and establishing partnerships with businesses and organizations to develop occupational skills training opportunities and unsubsidized employment for older youth, as well as managing partnerships via data collection with stakeholders. The workforce development manager will design and implement skill's building or certification projects that will impact Red Hook's underemployment challenge. They will work to support youth to lead self-determined careers moving from kive survival

Responsibilities: The responsibilities of the Workforce Development Manager include but are not limited to:

Workforce Development Programs & Implementation

- Manage the day-to-day operations of the workforce development programs serving up to **200+ youth**
- Collaborate with the director of older youth programs to develop annual strategy and activities in support of meeting economic mobility goals of older youth.
- Review and complete scope of work, reports and administrative requirements to ensure that program complies with funder guidelines and contractual obligations.
- Supervise implementation of a curriculum and program plan for employment offerings
- Establish and oversee event-planning & career mentorship activities for program participants.
- Administer and catalogue an inventory of employment, occupational training, and internship opportunities for older youth populations.
- Initiate monthly & quarterly outcome reports; analyze and employ data for execution and strategy
- Evaluate and direct short-term and intermediate program outcomes, with support from the database & evaluation coordinator
- Contribute to grant writing and reporting process related to program development and management

Spearhead Comprehensive Case Management

- Direct team to provide one-on-one employment case management and job search support; ensuring participants set employment goals, create action plans and track progress toward economic mobility goals
- Customize and adapt youth hiring methods, onboarding strategies, and process payroll for 30+ older youth
- Innovate and supervise implementation of engagement and retention efforts

Supervision and Coaching

- Recruit, hire and onboard new program staff members, include RHI Participants in decisioning process
- Plan and lead the workforce program team, individual weekly meetings, case conferences
- Coordinate with the Director of HR to identify & connect direct reports and employed participants to attain professional development needs and comply with NYS regulations
- Collaborate with RHI's Program Managers/Directors/ Youth Workers to make necessary referrals, plan events, and contribute to the implementation of the YA program strategy.

External Relations

- Coordinate communication between grant partners, local schools, partner agencies, youth and RHI.
- Establish and maintain external collaborations to generate job-postings, resources, mentorship, job-shadowing, subsidized internships, vocational training referrals and employment opportunities for RHI youth and the larger Red Hook community

- Coordinate with the development department to prepare volunteers for youth support opportunities including presenters, facilitators, mentors
- Systematize a communication method with RHI's local employment network
- Foster relationships with government agencies and community-based organizations to grow resources

Skills, Knowledge and Abilities:

- Must be committed to community-based work and youth development.
- Proven ability to engage in strategic program development and long-term planning
- Ability to build rapport with youth and engage in life-coaching
- Accountable to RHI's participant expectations, policies and procedures.
- Demonstrated experience facilitating, developing and implementing youth program curriculum.
- Excellent verbal and written communication skills (e.g., must be able to keep up with a high volume of email)
- Detail-oriented with proven ability to keep accurate records (e.g., must be able to ensure accurate database entry for Older Youth Program)
- Salesforce experience is a plus
- Knowledge of local and citywide employment pathways
- Must take an integrated approach to career readiness preparation.
- Ability to work independently and maintain confidentiality.
- Willingness to collaborate on projects and work with a team.

Education and Qualifications:

- Must have 1-2 years supervisory experience.
- 2 years of individual case management experience
- 2-3 years of experience working in job development, job placement, and job training
- 3+ years of experience working in youth development with under-resourced communities.
- Red Hook resident, preferred.
- Spanish, Mandarin, or multilingual is a plus.

To Apply: To apply, please send resume, cover letter and salary requirements to apply@rhicenter.org with "Workforce Development Manager" in the subject line.