



Job Description

Workforce Training Coordinator

Reports To: Workforce Development Manager **Employment Status:** F.T. **FLSA Status** Non Exempt

ABOUT RED HOOK INITIATIVE (RHI)

[Red Hook Initiative](#) (RHI) is a community-based nonprofit working to improve the lives of the more than 6,500 residents of Red Hook Houses, Brooklyn's largest public housing complex. RHI believes that the social change to overcome systemic inequities begins with empowered youth, and that change in communities should come from within. In partnership with community adults, we nurture young people in Red Hook to be inspired, resilient, and healthy, and to envision themselves as co-creators of their lives, community, and society.

Youth development, community building, and community hiring are at RHI's core approach to strengthening Red Hook's future. Our model gives young people and residents the tools, resources, and opportunities they need to interrupt the systems and barriers that perpetuate historic inequities in the community. Residents lead the way toward a more equitable, hopeful future. Over our 20-year history, RHI's model and dedicated team have been nationally recognized for its innovative, place-based approach to social change.

[Youth Development:](#) RHI engages over 450 adolescents each year, from middle school through young adulthood, endeavoring to interrupt cycles of injustice and to build hope.

[Building Community:](#) Works with Red Hook youth and adults to organize, exercise leadership to drive positive change for the community, and increase social cohesion to build a more resilient neighborhood.

[Investing in Residents:](#) RHI hires locally and invests in residents who will improve their lives and the community in which they live. More than \$1.5M was earned in the last year by people from Red Hook.

For more information on the Red Hook Initiative, please visit rhicenter.org.

JOB SUMMARY

Summary and Description: The workforce development program at RHI serves older youth and young adults from age 16-to 24. Our spectrum of program support services includes introductory professional development, interview skills, job placement, and long-term job retention. The workforce training coordinator can profoundly impact the livelihood and employment trajectory of 200 young adults in a community where about 75% of people, aged 16-24, are unemployed.

The workforce training coordinator develops, coordinates, and facilitates an employability skills curriculum for 200+ young adults who are getting started on their career journeys undergirded by RHI's workforce support offerings including internships, job placement, vocational training referrals, and/or education goals. This role will mitigate barriers to employment for young adults through soft skills development, coaching, career exploration, mentorship pairing, and external learning referrals. If your passion is to help BIPOC communities become prepared for the competitive job market, we encourage you to apply!

ESSENTIAL DUTIES + RESPONSIBILITIES

The responsibilities of the workforce training coordinator include but are not limited to:

Job Readiness Skill Development

- Establish & maintain relationships with clients to provide 1-on-1 coaching, individual assessments, and co-develop career plans.
- Coach participants to interview, produce & upkeep a resume, and to author cover letters.
- Maintain accurate records documenting services, attendance, and employability skills assessments of each client
- Supervise a part-time high school. Job Readiness Training Facilitator and oversee the curriculum and program outcomes

Employability Skills Curriculum and Facilitation

- Develop facilitate RHI's job readiness training workshops for adolescent (14 -17) and young adult (18 -24) cohorts including slide decks, videos, & lesson plans

- Coordinate & schedule workshops to be conducted by staff & guest facilitators for pieces of training
- Catalog & maintain internal & external inventory of professional development opportunities
- Prepare & maintain weekly/monthly/quarterly/annual reports, including client progress narratives

Collaboration & Strategy

- Attend & contribute to supervision, case conference, workforce development, young adult team, & all-staff meetings.
- Collaborate with workforce team to aid program & services plans
- Collaborate with RHI's full Young Adult Team to make necessary referrals & plan events
- Maintain events calendar
- Coordinate with Operations and Program staff for space requests and required materials
- Ensure Salesforce database is up to date, with a focus on career counseling support services & program completion

May be assigned other duties and responsibilities as determined by the Workforce Development Manager

COMPETENCIES, EDUCATION & EXPERIENCE (Knowledge, Skills & Personal Attributes)

- At least 1 - 3 years working in youth development, educational facilitation, employability training, or case management
- 6 months or more experience with supervision, project or team leadership
- Adaptability to meet the varied needs of job seekers
- Strength-based approach to youth development within an urban context
- Strong computer literacy working knowledge of Google Suite, and Zoom
- Strong interpersonal and communication skills, both written and verbal
- Ability to coordinate record-keeping and statistics
- Willingness to collaborate on projects and schedule work with a team
- Passionate about community-based youth development work
- Highly organized, methodical, team-oriented, and performance-driven
- Commitment to personal growth training and professional development
- Capacity for both In-person and remote facilitation
- Bachelors preferred, but not required
- Member of the Red Hook community is a plus
- Knowledge of workforce development and high-growth employment sectors is a plus
- Spanish, Mandarin, or multilingual fluency is a plus

WORKING CONDITIONS (ENVIRONMENT) & PHYSICAL DEMANDS

- While performing the job's essential duties and responsibilities, the employee will be required to operate a computer and other office equipment. Use other languages for Red Hook Farms
- RHI provides a hybrid work arrangement for employees. 40 per week, Flexible start times, 2-3 Evenings required, potential for some weekend events.
- This job is based on-site at RHI's main program office in Red Hook, Brooklyn. The ideal candidate will either be a resident of Red Hook, or one of its neighboring communities, or will be within reasonable commuting distance to RHI's main program office.
- Common in-house collaborators: Workforce Team, Adolescent Program, Database & Evaluation

COMMITMENT TO DEI & EQUAL EMPLOYMENT OPPORTUNITY

RHI actively engages individuals from all backgrounds and is committed to embracing diversity across all areas and aspects of the organization. We firmly believe that an atmosphere of civility and mutual respect towards individual differences and embracing an inclusive and equitable environment is indispensable to building a successful organization, contributing to a positive and meaningful employment experience for staff, and advancing the best possible outcomes for the clients served by RHI's programs. We are also committed to community hiring and supporting the job prospects of Red Hook residents.

As an equal opportunity employer, RHI is committed to providing employment opportunities to all qualified individuals and does not discriminate against any employee or applicant on the basis of race, color, national origin, religion, sex, sexual orientation, gender, gender identity and expression, disability, age, marital status, military status, veteran status, pregnancy, parental status, genetic information, or any other characteristic or basis prohibited by applicable law.



Job Description

Workforce Training Coordinator

Reports To: *Workforce Development Manager* **Employment Status:** *F.T.* **FLSA Status** *Non Exempt*

COMPENSATION & BENEFITS

RHI strives to offer a competitive compensation and benefits package that reflects our core values and commitment to our employees. The salary range for this position is: \$52,000 – \$56,000 commensurate with candidate's competencies and experience. Additionally, RHI provides a comprehensive benefits package that includes medical, dental, and vision coverage, an employee assistance program (EAP), a 403b retirement plan, flexible spending accounts for out-of-pocket health, and dependent and commuter expenses, life insurance, and 24 PTO days.

TO APPLY

Please email a cover letter and resume to: apply@rhicenter.org with "Workforce Training Coordinator" in the subject line.

Date Issued: April 5, 2022