

JOB DESCRIPTION

Program Associate, Southwest Brooklyn Industrial Development Corp. (SBIDC)

We are proud to offer an exciting opportunity to work at the intersection of economic development, workforce development, and direct service, in three of the most dynamic neighborhoods in New York City.

The **Program Associate** is responsible for providing retention services to applicants placed by SBIDC – through both the organization’s Workforce 1 Center and other efforts as well as providing management and direction of comprehensive social service referrals for in and out of area applicants including but not limited to benefit screenings, counseling, and training programs. In addition, this person will play an instrumental role in SBIDC’s efforts to develop their services to support advanced manufacturing companies, and will lead SBIDC’s outreach efforts, as part of partner organization, ITAC’s *Futureworks NYC Advanced Manufacturing Program*. In this role, the **Program Associate** will assist in educating manufacturers on advanced manufacturing practices and technologies and helping these manufacturers implement new advanced technologies, processes, tools and materials. He or she will also manage SBIDC’s role in the YouthMade internship program.

Responsibilities

Job Retention and Referrals (60%)

The **Program Associate** will be responsible for managing SBIDC’s job retention programs, under the supervision of the Director of Strategic Partnerships and Development. This portion of his or her duties will involve monthly check-in calls with all applicants placed through SBIDC’s workforce development programming, as well as periodic verification calls with employers, along with additional communications with both employers and workers immediately following hire. In addition, the **Program Associate** will develop and run retention-focused training sessions and meetings for applicants that have been placed in jobs.

He or she will host biweekly orientation sessions at Industry City’s Innovation Lab for jobseekers and/or the services provided by SBIDC’s Workforce 1 Center.

The **Program Associate** will also be responsible for referring applicants, including those receiving workforce services at the WF1 Center, for additional supportive services from partners.

YouthMade Internship Program (20%)

The **Program Associate** will provide day-to-day oversight over SBIDC's YouthMade internship program. They will recruit local employers to serve as internship sites, and will work with local partner organizations to interview and place young adults in internships. Lastly, they will monitor the internships and provide ongoing assistance and evaluation.

Futureworks (20%)

The **Workforce and Business Outreach Coordinator** will be chiefly responsible for outreach on behalf of SBIDC and our partner organization, ITAC, in support of the *Futureworks NYC Advanced Manufacturing Program*. They will identify manufacturing companies throughout Brooklyn suitable for surveys and workshops, develop comprehensive outreach strategy, and conduct outreach for these surveys and workshops. In addition, they will educate all types of manufacturers on advanced manufacturing, robotics, and digital manufacturing concepts and processes.

Qualifications

- Bachelor's Degree
- 2 years' experience in workforce development, economic development, community outreach, direct services, urban planning, or a related field
- Excellent verbal and written communication
- Proficiency in Microsoft Excel
- Ability to work with a diverse base of jobseekers, employers, and partners
- Strong multitasking skills
- Strong data management and reporting skills
- Strong organizational skills
- Interest in the industrial sector and economic development preferred
- Bilingual/multilingual a plus

Salary of approximately \$44,000-\$50,000, along with full benefits. Please send a resume and cover letter to Justin Collins, SBIDC's Director of Strategic Partnerships and Development, at jcollins@sbidc.org.