

Training and Employment Coordinator
Company: Building Skills NY (BSNY)
Job Title: Training and Employment Coordinator
Location: New York City, NY
Job Type: Full-time- In- Person

Be part of a dynamic and growing team that is helping underemployed New Yorkers find career opportunities in the construction industry. Building Skills NY (BSNY) is a Not for Profit that works with developers, general contractors, subcontractors, and community-based organizations to link NYC residents to construction jobs throughout NYC. Our mission is to provide stable employment and career track skills training opportunities for NYC residents interested in construction.

BSNY is seeking a proactive and results-driven Training and Employment Coordinator to join our dynamic team. The ideal candidate will be responsible for maintaining, growing, and strengthening our trainee client pipeline with key community-based organizations, employers, and training partners. This role will involve collaborating closely with BSNY's Director of Training and Operations to onboard new partners, maintain existing relationships, and provide high-touch support to clients enrolled in our Construction skills training program. This role is ideal for someone who is open to travelling across the boroughs, open to working on their train commutes and knows how to use their time wisely on commutes. Two evenings a week will be required to work at partner trainings. BSNY encourages people to apply who want a dynamic day!

Responsibilities:

- Maintain and develop relationships with existing partners to foster long-term partnerships.
- Attend on-site and virtual events with partners, providing high-touch support during construction training classes.
- Manage multiple training calendars and ensure training cohorts stay on track with program milestones.
- Recruit and screen candidates during BSNY's training selection process and screen client referrals from training program partners.
- Work closely with BSNY Business Service team and coordinate with partners and their clients regarding upcoming BSNY orientations and job opportunities.
- Maintain client's employment availability notes during and after training. Obtain and/or create updated resumes from clients in the pipeline for accurate candidate matching.
- Recommend additional training or coaching for clients in the pipeline as needed.
- Conduct client outreach when BSNY positions become available, screening candidates for available positions.
- Offer time to BSNY training partners to educate their clients about construction site readiness.
- Work with Business Services Team collaboratively on placements, interview prep and first day guidance.
- Regular attendance at partner-related events and meetings to represent BSNY.

Qualifications:

Bachelor's degree in business administration, Marketing, or a related field preferred.

Proven track record in business development, partnership management, or workforce development.

Excellent communication and interpersonal skills.

Strong organizational and time management abilities.

Ability to work independently and collaboratively within a team.

Ability to troubleshoot – knowing when and how to ask for help.

Approach work with a customer-focused commitment with smart and innovative approaches to overcome employment and training challenges.

Ability to work quickly with a “time is of the essence” attitude

Able to work well with marginalized populations including long-term unemployed community members. You are also able to work with individuals in a culturally sensitive, empathetic manner.

1-2 evenings a week required - Enjoy later start time to accommodate evening hours.

Be a team player.

Knowledge of the construction industry or workforce development programs is a plus.

Proficiency in Microsoft Office is a must. Experience with Salesforce is a plus as is the desire to learn more about Salesforce.

Compensation & Benefits:

This is a full-time position of 40 hours/week. The salary range is \$55,000 to \$65,000 and is commensurate with experience. Building Skills NY offers a comprehensive benefit package including medical, dental, vision, and 403b plan. Promoting work-life balance, we offer generous paid time off (PTO), floating holidays, and Summer Fridays.

BSNY is an Equal Opportunity Employer and does not discriminate against applicants based on race, religion, color, disability, medical condition, legally protected genetic information, national origin, gender, sexual orientation, marital status, gender identity or expression, sex (including pregnancy, childbirth or related medical conditions), age, veteran status or other legally protected characteristics.

How to Apply: If you are passionate about making a difference in the construction industry and have the skills to excel in this role, please submit your resume and a cover letter outlining your relevant experience and why you are a great fit for this position to: dmeade@buildingskillsny.org.