

Training and Employment Specialist
New York, NY | Full-time | In-Person

Building Skills NY (BSNY) is a nonprofit that helps underemployed New Yorkers build meaningful careers. We partner with developers, general contractors, subcontractors, and community-based organizations to offer no-cost skills training and place qualified candidates into good-paying jobs in construction and the skilled trades.

We're seeking an enthusiastic **Training & Employment Specialist** to provide the administrative and case management support needed to make these life-changing connections happen. This role reports to BSNY's Director of Training & Operations.

What You'll Do:

Program Admin

- You'll ensure that our construction skills training classes run smoothly by:
 - Screening potential participants prior to enrollment
 - Managing training calendars and tracking progress toward program milestones
 - Performing additional admin tasks as requested by the Director of Training & Operations
- You'll work closely with the job placement team to match qualified training graduates with employment opportunities by:
 - Keeping careful notes of trainees' availability for work during and after training
 - Collecting, editing, and creating up-to-date trainee resumes
 - Performing admin tasks as needed, including candidate outreach and screening as roles become available

Partner Relationship Management

- You'll onboard new nonprofit collaborators and actively engage with existing partners.
- You'll inform partners of upcoming BSNY events and training classes.

Case Management

- You'll attend training classes and graduations to support participants in real-time, recommending additional training or supportive services as needed.
 - This includes trips from our Manhattan office to our outer-borough training sites on two evenings per week (which your hours will be adjusted to accommodate!)
- You'll offer job interview prep tips and, when candidates are placed into employment successfully, first-day guidance.

What You Have:

- Bachelor's degree or equivalent work experience.
- 2 plus years' experience in a workforce development, case management, or similar role.
- Basic proficiency in Microsoft Office 365: You can convert file types, filter and sort Excel sheets, and you know when to troubleshoot or ask for help.
- Ability to work with marginalized populations in a culturally sensitive, empathetic manner.
- Excellent communication and organization skills.

Compensation & Benefits:

The salary range is \$65,000 to \$70,000 and commensurate with experience. Building Skills NY offers a comprehensive benefit package including medical, dental, vision, and 403b plan. To promote work-life balance, we offer generous paid time off, 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:

Please submit your resume and a short cover letter to dmeade@buildingskillsny.org with the subject line "Training and Employment Specialist."