



JOB DESCRIPTION: PROGRAM MANAGER, WORKFORCE TRAINING

Position Title

Program Manager, Workforce Training Program

Overview of Position

Rebuilding Together NYC (RT NYC) is a nonprofit organization that provides free home repairs and workforce training opportunities for low-income New Yorkers. Rebuilding Together NYC's Workforce Training Program launched in 2015 and has since trained 60-70 participants each year. Starting in 2018, we will double the size of our program and staff to train approximately 120 participants each year. The Program Manager is integral to this increase in volume and will ensure that more low-income job seekers have access to good jobs in the construction industry.

The Workforce Training Program (WTP; the Program) is a six-week training course that prepares 120 unemployed and underemployed residents for entry-level jobs in the construction industry each year. The Program consists of classroom and job-site components, and follows the Home Builder's Institute Pre-Apprenticeship Certification Training (HBI PACT) curriculum. Participants learn the fundamentals of construction, including site safety, construction math, tool identification, and employability, and receive a variety of training certificates. Upon successful graduation from the program, participants receive job placement and retention services, including direct entry into registered New York State Apprenticeship Programs. The program receives funding from the Governor's Office of Storm Recovery, New York State Department of Labor, New York City Housing Authority, and the Robin Hood Foundation.

The Program Manager's primary focus is the timely placement of graduates into construction jobs and job retention. The Manager maintains and forges new relationships with employer partners, including registered apprenticeship programs, general contractors, and large construction firms, to ensure that our employer network has the capacity to interview and hire program graduates. In addition, the Manager oversees the data collection of all graduate employment activities, and uses data analysis and employer feedback to inform outreach, intake, and screening practices. The Program Manager supervises two full-time staff members: the Outreach/Intake Coordinator and the Job Placement Coordinator.

Responsibilities

- Work with program and construction staff to ensure that 65% of enrolled participants are placed into full-time construction jobs, 55% maintain employment for three+ months, and 45% maintain employment for one+ year(s)
- Build and maintain strong relationships with employer and community partners
- Manage outreach, intake, job placement, and data tracking for the program
- Supervise two full-time program coordinators and conduct performance reviews
- Oversee the meticulous tracking of all employment data, including job referrals, placements, retention, benefits, pay increases, and promotions



- Ensure that graduates are in constant communication with program staff and that they receive direct support and/or meaningful referrals throughout the employment lifecycle
- Analyze employment data and employer feedback to inform program outreach, screening, curriculum, and delivery practices
- Keep abreast of legislative and policy news that affects construction, workforce development, and jobs in New York City
- Use data analysis, employer feedback, changes to industry standards, and legislative/policy news to advise program and construction staff on best practices
- Work closely with the Training Manager to ensure that best practices are implemented in the classroom and field training components
- Manage year-round reporting to government and foundation funders
- Represent Rebuilding Together NYC at meetings with employer partners, attend networking events, and keep abreast of changes in the industry relevant to employment

Job Requirements

- Commitment to the economic stability of low-income New Yorkers and increased access to good jobs in the construction industry
- Knowledge of construction-based workforce development initiatives in New York City, including participating employers, registered apprenticeship programs, funders, and fellow providers
- Minimum three years in a nonprofit supervisory role
- Ability to build trust and establish strong relationships with a range of employer partners
- Excellent written and verbal skills
- Detail-oriented and able to maintain and further develop a database of employment activity
- Comfortability with public speaking and presenting to large groups
- Ability to work in a fast-paced environment with a growing staff team; collaboration, independence, and flexibility are a must
- Ability to represent Rebuilding Together NYC in a professional manner
- Familiarity with Salesforce preferred

Rebuilding Together NYC is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected characteristic as established by federal, state, or local law.

Persons of low and moderate income are encouraged to apply.

To apply, please send a resume and cover letter with salary requirement with “Manager, Workforce Training Program” in the subject line to: jobs@rebuildingtogethernyc.org.

Persons requiring reasonable accommodation to participate in this employment opportunity may contact Ms. Kayleigh Marshall at (718) 488-8840 ext. 12.