



## The Brotherhood Sister Sol

### Job Description: Career and Workforce Coordinator

#### About The Brotherhood Sister Sol (Bro Sis):

The Brotherhood Sister Sol is a social justice youth development organization that since 1995 has been a place where Black and Latinx youth claim the power of their history, identity and community to build the future they want to see. By educating, organizing and training, we are challenging inequity and creating opportunity for all.

BroSis provides holistic and long-term support services to youth who range in age from eight to twenty-two. BroSis offers wrap around evidence-based programming such as four-six year rites of passage programming, thorough five day a week after school care, school and home counseling, summer camps, job training, college preparation, employment opportunities, community organizing training, and month long international study programs to Africa and Latin America. Based in Harlem, NY but with a national reach, we publish assorted curricula and collections of our members' writings; train educators from throughout the nation on our approach; and organize and advocate for social change. BroSis has earned national recognition for our evidence-based model, receiving an array of awards and funding from a host of national foundations, including Novo Foundation, Doris Duke Foundation, Marlene Nathan Meyerson Foundation, Charles Hayden Foundation, The William R. Kenan Charitable Trust, New York Community Trust, Comic Relief/Red Nose Day, William Stamps Farish Foundation, and more.

The organization has 32 full-time staff, serves thousands throughout New York City, and has a \$8.5 million dollar operating budget. In addition, we are working to complete an approximately \$22 million capital campaign to fund construction of our new home, which is scheduled for completion in September of 2021. It is an exciting period of organizational growth and increased impact in our community and beyond.

#### POSITION SUMMARY

The Career and Workforce Coordinator will be responsible for providing career development services for members and alumni ages 8-25, providing age appropriate career exploration, workforce development and employment placement opportunities for children, teens and young adults. The Career and Workforce Coordinator will assist members in their career journeys through exploration of career interests, development of career and internship opportunities, advanced training and credentialing, education opportunities, and career coaching. The Career and Workforce Coordinator will also be responsible for supporting our members in obtaining employment and pursuing their careers of choice by establishing external partnerships with job recruiters, local businesses, unions, municipal agencies, corporations, and large institutions to provide job opportunities to our members and alumni.

Reporting to the Director of College, Career and Wellness the Career and Workforce Coordinator will be responsible for implementing and ensuring that program deliverables are met. The duties include, but are not limited to:

## **RESPONSIBILITIES**

- Manage caseload of members and alumni providing ongoing services that meet program goals
- Assist and support members and alumni find internship, employment and career opportunities
- Work closely with the CCW Director to develop training plans and processes
- Collaborate with the CCW team to provide direct support to BroSis program staff provide career and workforce exposure and training to members and alumni
- Work alongside the CCW team to coordinate and co-facilitate overnight college tours, retreats as well as educational outings and worksite visits
- Ensure that alumni are kept up to date with relevant career information and opportunities
- Track job postings and testing opportunities for NYC and NYS government employment and support alumni in securing such employment
- Support BroSis alumni who have dropped out of college with finding secure, career focused, long term employment

### **Training**

- Coordinate activities designed to help members and alumni obtain and retain jobs, develop new skills and advance in their careers
- Develop and facilitate workshops (included but not limited to life and social skills, work habits, professional development, financial management and workforce training ) as needed for current members and alumni
- Provide one-on-one career services support such as mock interviews and resume/cover letter enhancement
- Facilitate a range of workshops to prepare current members and alumni for growth opportunities
- Work with volunteers and employer partners to facilitate industry related trainings and financial coaching
- Assist alumni with search for advance opportunities
- Provide individual and group career coaching

### **Networking**

- Develop and maintain employer partnerships to create a pipeline of job opportunities
- Develop and participate in networking events
- Interface with corporate recruiters, government agencies, board members to negotiate employment opportunities for members

- Develop partnership with CUNY as well as other colleges/universities for undergraduate degree and/or adult and continuing education opportunities

#### Data Management

- Track and report alumni monthly progress in database
- Maintain employment data such as full or part time employment, promotions, resignations, and terminations; and generating reports and statistics

### **EXPERIENCE & PERSONAL REQUIREMENTS & SKILL SETS**

- Bachelor's degree and 4 years' experience in workforce development programs
- Experience navigating NYC and NYS employment opportunities and supporting candidates in applying for and securing such jobs
- Demonstrated excellent interpersonal skills, including the ability to professionally interact with multiple stakeholders is essential
- Excellent presentation and communication skills required
- Prior workshop development facilitation experience is required
- Experienced youth worker. Comfortable working with youth ages 8-25
- Knowledge of Google Suite and virtual platforms (such as Zoom, Google Classroom, etc...) is essential
- Able to maintain a flexible schedule, occasionally work weekends and participate in overnights
- Bilingual – Spanish is a plus
- Prepared to make at least a 4-year commitment

**BENEFITS:** At the Brotherhood Sister Sol, we offer competitive salaries with a comprehensive benefits package including, health, dental, vision and life insurance, 3% employer contribution to 403(b) retirement account. As well as four weeks' vacation in addition to personal days, paid holidays and office closure during Winter Break.

As The Brotherhood Sister Sol is a youth development organization that works in close quarters with young people and children, and as the safety of our children and their families and our community is paramount - **we have instituted a policy that all staff must be fully vaccinated by the start date of this position.** If there is a medical or religious reason for an exemption from vaccination this can be presented and will be considered.

**APPLY:** Email resume and detailed cover letter to [resume@brotherhood-sistersol.org](mailto:resume@brotherhood-sistersol.org)