



The Brotherhood Sister Sol

Job Description: Career & Workforce Coordinator

Salary Range: \$80,000 - \$90,000

About The Brotherhood Sister Sol (BroSis):

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 funders, including Marlene Nathan Meyerson Foundation, Charles Hayden Foundation, NBA Foundation, Kraft Heinz, New York Community Trust, Comic Relief/Red Nose Day, William Stamps Farish Foundation, and more.

The organization has over 50 full-time staff, serves thousands throughout New York City, and has a \$11 million dollar operating budget. In addition, we have just moved into our new building - a 22,000 square foot state-of-the-art beacon for youth development. It is an exciting period of organizational growth and increased impact in our community and beyond.

POSITION SUMMARY

The Career and Workforce Coordinator will provide career development services for our rising juniors, seniors, and alumni. The Coordinator will support 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 build a pipeline for our members and alumni. The Career and Workforce Coordinator will assist members in their career journeys through the exploration of career interests, development of career and internship opportunities, advanced training and credentialing, education opportunities, and career coaching.

Reporting to the Director of College, Career and Wellness (CCW), the Career and Workforce Coordinator will implement and ensure that program deliverables are met. The duties include, but are not limited to:

RESPONSIBILITIES

- Assist and support members and alumni in finding internship, employment, and career opportunities
- Manage caseload of members and alumni, providing ongoing services that meet program goals.
- Create and manage a communications tool that keeps alumni and staff 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
- Work alongside the CCW team to coordinate and co-facilitate overnight college tours, retreats as well as educational outings, and worksite visits
- Support BroSis alumni who have transitioned out of college with finding secure, career-focused, long-term employment
- Collaborate with the CCW team to provide direct support to BroSis program staff and provide career and workforce exposure and training to members and alumni

Job Placement

- Develop and maintain employer partnerships to create a pipeline of job opportunities
- Develop and participate in networking events
- Interface with corporate recruiters, government agencies, and board members to negotiate employment opportunities for members
- Develop partnerships with CUNY and other colleges/universities for undergraduate degree and/or adult and continuing education opportunities
- Assist alumni with search for advanced opportunities
- Provide individual and group career coaching

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

Data Management

- Track and report alumni 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 four 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 interact with multiple stakeholders professionally is essential.
- Excellent presentation and communication skills required
- Prior workshop development facilitation experience is required
- Experience with mentoring youth workers
- 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
- Having drivers license and ability to drive a van is a plus

BENEFITS:

At The Brotherhood Sister Sol, we offer competitive salaries with a comprehensive benefits package including, employer funded health, dental, vision, and life insurance, 3% employer contribution to 403(b) retirement account. Staff are entitled to four weeks' vacation; as well as quarterly personal days; and office closure during Winter Break that is approximately 8 vacation days in addition to Christmas and New Year's Day as well as 9 additional paid holidays and 8 sick days; equating to about 10 weeks of PTO per annum.

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.

BroSis offers a competitive salary commensurate with relevant experience with the potential for an annual performance-based increase. The incoming salary range for this position is \$80,000 to \$90,000 per year. New hires are typically brought into the organization at a salary closer to the start of the range depending on qualifications, internal equity, and the budgeted amount for the role. All

staff are eligible for annual performance-based increases. Because we value staff tenure in each role, we do not currently cap salary ranges.

APPLY: Please submit a Cover Letter and Resume to be considered for this position to resume@brotherhood-sistersol.org