



EMPLOYMENT ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Workforce Development Associate
Department: Youth Services
Reports to: Workforce Development Coordinator
Hours: Full-time

Position Summary:

The Workforce Development Associate (Associate) delivers high quality workforce development solutions across all sectors under strict ethical standards while ensuring quality assurance throughout all aspects of the candidate and employer cycle. The Associate will support employment goals for young adults, ages 17-24, that are not in school or employed, and in many instances coping with highly complex barriers to employment. The position also requires considerable use of business, sales, customer relationship management, labor market information, motivational, mentoring, career assessment planning and coaching skills in order to enhance both candidate and employer partnerships and drive contract performance.

Responsibilities:

- Market and promote Career Academy, Union Settlement's workforce development program, to community based organizations, city agencies, community boards, local elected officials, local business and merchant associations, vocational schools, training providers, and community colleges. This will include street/team canvassing, event tabling and career fair and/or tradeshow.
- Deliver Union Settlement's work readiness training curriculum to all participants in workshop settings. This includes incorporating technology such as online job application simulators, career focused webinars, web-based interview tutorials, video recording, and significant use of YouTube as a learning and coaching tool.
- Identify and pursue new employer relationships, and develop a strong and sustainable book of business/employer partnerships. Business/employer partnerships will be managed and cultivated for long term growth.
- Manage the referral/interview/placement cycle. This includes meeting with all candidates to review work history, core competencies, and skill sets, as well as providing information to candidates regarding potential employers and mission, position responsibilities, performance expectations, etc.
- Track all candidate interviews, employer feedback and other key drivers, i.e., candidate drop-off point(s), disqualification factor(s) and other related determinations that eliminate a

candidate from the recruiting cycle. Recommend further support when candidates demonstrate a need for additional work readiness training.

- Use specific program metrics to ensure candidate retention, wage gain, and career advancement.
- Learn and utilize the ACCESS database for benchmarking and analytical purposes.
- Attend and participate in monthly Youth Services staff meetings.
- Additional duties as assigned by the Workforce Development Coordinator and Director of Youth Services.

Qualifications:

- Bachelor's Degree in related field.
- Demonstrated employment counseling or job development experience required.
- Demonstrated experience in working with at-risk, disconnected, court-involved and/or high-risk youth.
- Demonstrated case management experience.
- Knowledge of labor market trends in a range of occupational fields (professional, skilled, semi-skilled, and industrial).
- Previous contacts with employers preferred.
- Understanding of the special employment needs of economically and socially disadvantaged individuals preferred.
- Familiarity with use of computerized job banks preferred.
- Excellent presentation, workshop facilitation, and public speaking skills.
- Ability to outreach and network.
- Ability to motivate placed participants toward the retention of employment
- Excellent interpersonal skills.
- Excellent organizational, verbal, and written skills.
- Excellent computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- Familiarity with the East Harlem community preferred, but not required.
- Demonstrated understanding of the challenges facing urban youth in underserved communities.
- Bilingual (English/Spanish) a plus.

To Apply:

Please send Cover Letter, Resume and References to:

hr@unionsettlement.org

Please indicate Workforce Development Associate in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER