

# UNION SETTLEMENT

## 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](http://www.unionsettlement.org).

**Position:** Workforce Development Associate

**Department:** Youth Services

**Reports to:** Director of Workforce Development for Young Adult Programming

**Hours:** Full-time

### **Position Summary:**

The Workforce Development Associate (Associate) supports employment goals for young adults ages 17-24 who are neither employed nor in school, and in many instances coping with highly complex barriers to employment. The Associate supports six key operational tracks within Union Settlement's workforce development program, called the Career Academy, to assist participants in seeking, obtaining and retaining employment.

### **Responsibilities:**

- Market and promote the Career Academy to community-based organizations, government agencies, community boards, local elected officials, local businesses, merchant associations, vocational schools, training providers and community colleges.
- Deliver the Career Academy work readiness training curriculum in a workshop setting, which incorporates the use of technology such as online job application simulators, career focused webinars, web-based interview tutorials, video recording, and significant use of YouTube, as learning and coaching tools.
- Assist the Director in identifying and pursuing new employer relationships, and developing a strong and sustainable book of business/employer partnerships.
- 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, position responsibilities, performance expectations, etc.
- Meet retention, wage gain, and career advancement goals via the application specific metrics that steer and support the candidate to self-sufficiency and continued attachment to the employment market/employer partnerships.
- Learn and utilize an Access database for benchmarking and analytical purposes.
- Attend and participate in monthly Youth Services staff meetings.
- Additional duties as assigned by the Director of Workforce Development for Young Adult Programming and Director of Youth Services.

**Qualifications:**

- Bachelor's Degree in related field (business, marketing, public relations, human resources, education, hospitality, etc.).
- Two years experience in workforce development, staffing, human resources, or education strongly preferred.
- Strong presentation, public speaking, and workshop facilitation skills.
- Demonstrated understanding of labor market information such as sector and industry trends, job outlook, earnings, related occupations and career paths a plus.
- Demonstrated ability to navigate such tools as ONET, CareerOneStop, JobZone, CareerZone, mySkills/myFuture, and the NYS and US Department of Labor websites a plus.
- Ability to adapt to changing priorities, and operate in a fast-paced and constantly evolving environment that drives continuous improvement.
- Excellent time management and problem solving skills.
- Demonstrated knowledge of Microsoft Office and Access.
- Bilingual (English/Spanish) a plus.

**To Apply:**

Please send Cover Letter, Resume and References to:

[jobs@unionsettlement.org](mailto:jobs@unionsettlement.org).

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

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**