YouthBuild - HOPE Program Coordinator

Background:
HOPE has a 35+ year track record of empowering New Yorkers to build sustainable futures through comprehensive training, jobs, advancement and lifelong career support. HOPE is an outcomes-focused organization. Our student-centered approach, employer-driven training, wide range of support services, and commitment to ongoing engagement yield strong results, notably a job placement rate of 75% and retention rates of 92% at 90 days and 81% at one-year. We are focused on expanding our impact and positioning ourselves for growth while continuing to enhance the quality of our services and build upon our successful outcomes.

This is an exciting time at HOPE, as we have recently successfully pivoted our model for remote training and will be building a hybrid approach which combines the best of in-person and remote training. At the same time, we are working with partners and peers in the field to understand the opportunities presented by the post-COVID economy which will drive our clients’ success. Finally, we are continuing to build on strong leadership and governance - as evidenced by 2019 finalist status for the Nonprofit Excellence Awards - with an organization-wide DEIA effort, the launch of a new Associate Board, and more.

The Position: HOPE is seeking a full-time Program Coordinator to help launch and implement HOPE’s new YouthBuild program. YouthBuild is a proven, nationally delivered work readiness program for young adults ages 18 - 24 that offers hands-on construction training in the local community while participants build leadership skills and earn their high school diploma. The YouthBuild Program Coordinator is responsible for program delivery yielding positive education and employment outcomes. The YouthBuild Program Coordinator will report to the Bronx Program Director.

Note - the position is currently remote. The primary location for this position is at HOPE’s Bronx office at 1360 Garrison in Hunts Point.

Responsibilities:
Program Delivery and Leadership Functions:

- Serve as the staff lead and primary point of contact for the YouthBuild program for all program partners, including internal staff, contracted partners, building sites, and participating students.
- Develop, strengthen, and maintain contracted partners, including education and construction trainers, and building sites.
- Support outreach and recruitment efforts for young adult student participants.
- Build and implement a program schedule that ensures all students gain the necessary education, work readiness, digital skills, financial literacy, work wellness, environmental literacy, hard skill training, industry certifications, field and leadership experience to meet national YouthBuild program standards and yield successful outcomes.
- Deliver introductory, essential skills, and leadership training as part of the full program model.
- Monitor student progress throughout the progress and offer 1:1 support.
● Lead a youth leadership policy committee.
● Oversee incentive distribution for students.
● Make connections for internal counseling, case management, and basic needs, as necessary.
● Attend weekly case conferences with the full program team to support student persistence.
● Support lifelong engagement of graduates in HOPE’s employment and graduate services.
● Attend YouthBuild affiliate training and conferences, as required.
● Represent YouthBuild - HOPE in national and local advocacy meetings and events.
● Work with the Bronx Program Director to develop annual budgets and monitor expenses, create policies and tools for high-quality operations, and envision a long-term YouthBuild strategy.

Program Evaluation and Administrative Functions:
● Enter and track required student data and information in HOPE’s database of record, Salesforce.
● Monitor and communicate student progress throughout the program.
● Work with the Bronx Program Director to regularly review and analyze student data for continuous program improvement.
● Support report writing as needed for relevant grants.
● Other duties as assigned.

Qualifications:
● Bachelor’s degree from accredited college preferred.
● A minimum of three years of experience and increasing responsibility in direct service and program management.
● Ability to prioritize tasks, multi-task, work independently and meet deadlines.
● Excellent interpersonal, verbal and written communication skills.
● Creative, collaborative, positive mindset, organized, detail oriented, and flexible. Problem solver.
● Ability to work effectively as part of a team.
● Construction knowledge, experience working with 18-24 year olds or experience in workforce development preferred.

Salary/Benefits: Salary is dependent upon experience. HOPE provides a full package of benefits including: healthcare and dental insurance; retirement plan; competitive vacation (plus 1/2 day Fridays during summer which is equal to 7.5 additional vacation days); and 12 paid holidays.

Interested Candidates: Email cover letter, indicating what position you are applying for and where you saw listing, and resume to hr@thehopeprogram.org. Resumes unaccompanied by a cover letter will not be reviewed. No telephone calls, please.

The HOPE Program is an equal opportunity employer.

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