Admissions Coordinator

Background:

The HOPE Program is a leader among New York City job training providers, upskilling adult jobseekers (ages 18-70) for a broad range of sectors, including a focus on green construction, maintenance, infrastructure and related careers. We work with individuals facing deep structural barriers to employment, including histories with the criminal legal system, current and/or past homelessness, substance abuse disorders, low educational attainment and more. Our comprehensive approach includes classroom training, industry-recognized certifications, digital literacy and access, financial literacy and access, mental health support, case management, paid job training, and our signature “HOPE for Life” approach, which provides a vital community of support throughout the lives of HOPE graduates’ careers. With measurable outcomes among the strongest in the industry, HOPE’s impact sits at the intersection of COVID-19 recovery, racial justice, and building a more equitable future for New York City. Our work is best described in the words of our graduates, such as Enrique.

The Position:

HOPE is seeking a candidate with experience working with unemployed adults who have multiple employment barriers such as homelessness, criminal history, mental health issues, and substance abuse. This position reports to the Director of Bronx Programs and executes the admission strategy for HOPE’s job training programs, which currently enroll approximately 600 jobseekers, with strategic growth goals in the following years. The position will be based at HOPE’s Bronx locations.

Responsibilities:

- Ensure efficient and smooth application and admission process
  - Assess and interview candidates for program readiness
Enter information in program’s salesforce.com database and input client summaries
- Participate in weekly client meetings, team meetings, and supervisions
- Maintain participants’ files and information on referring organizations
- Encourage the young adult to take part in planning activities, community or educational projects and testing and reviewing activities
- Advocate, address and educate on the youths’ interests, influences and issues
- Provide guidance and support to young adult population through teaching and mentoring
- Develop collaboration on community resources, services and facilities
- Manage and develop community programs and resources
- Interact and interface with both community and program partners
- Travel to various locations for info sessions, events and/or meetings, as needed

**Minimum Qualifications:**

- Experience and/or comfortability with working with the young adult (18-24) population.
- A minimum of 2 years of demonstrated experience working with unemployed or underemployed adults who are interested in professional training and employment, but often have multiple barriers to this, such as long-term unemployment, housing instability, involvement with the criminal justice system, and history with substance abuse.
- Must be mission-oriented with an outgoing personality willing to execute promotional campaigns and increase brand recognition throughout the HOPE service areas.
- Interest in workforce development and environmental sustainability
- Computer and writing expertise with ability to teach and facilitate presentations
- Experience with Salesforce or other databases
- Enthusiasm about being part of a high-impact, growing organization
- Preference given to candidates with experience working on recruitment and admissions teams.

**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.

As the City of New York expands the COVID-19 Safety Requirement to employees of all contracted organizations, effective November 1, 2021, HOPE employees are required to provide one-time verification of vaccination.

The HOPE Program is an equal opportunity employer.

www.thehopeprogram.org