

**Nontraditional Employment for Women (NEW)  
Program Coordinator**

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**Organization Description**

Nontraditional Employment for Women (NEW) prepares, trains, and places women in careers in the skilled construction, utility, and maintenance trades, helping women achieve economic independence and a secure future for themselves and their families. At the same time, NEW provides a pipeline of qualified workers to the industries that build, move, power, green, and maintain New York.

Founded in 1978, NEW is a sector-based workforce development program that focuses on placing women in skilled, unionized jobs in the trades with starting wages averaging \$19 per hour, benefits, and a path to higher-wage employment. NEW serves women in underserved communities as well as individuals with underrepresented backgrounds including low-income girls, women, transgender, and non-binary individuals in New York City. NEW is the longest-running program of its kind in the nation and has helped thousands of New York City women secure skilled, unionized jobs in the construction, transportation, and utilities industries.

**Position Overview**

The Program Coordinator will work closely with the training, employment and social services staff and reports to the Vice President of Programs. They will manage the day-to-day delivery of NEW's core preapprenticeship training program and support the development and expansion programming associated with NEW's Young Women's and Sustainability initiatives:

**Responsibilities:**

- Oversee all aspects associated with implementing training programs.
- Design and implement training syllabus, class schedule and workshop content.
- Collaborate with internal staff and external partners to facilitate classes and workshops.
- Utilize strengths-based strategies to in overseeing and supporting the participation of 20 to 25 students enrolled in NEW's preapprenticeship programming.
- Monitor student progress in training and provide feedback to ensure timely improvement.
- Facilitate workshops on industry topics, job readiness, other areas as needed.
- Develop and delivering content to support the continued expansion of NEW's Young Women's and Green initiatives.
- Facilitate information sessions and community presentations for potential applicants and community partners.
- Conduct basic skills assessments and entrance interviews for applicants to NEW's programs.
- Enter data, maintaining student files, class materials and process reports.
- Support and supervising instructors as needed.
- Related duties as assigned.

**Skills and Requirements**

The ideal candidate will be a self-motivated, innovative and creative thinker with project planning experience. They will possess the ability to take initiative, work independently, prioritize responsibilities and deadlines, and think creatively. The associated skills and responsibilities are:

- Required Qualifications:

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- Bachelor's degree preferred or equivalent relevant experience in construction, workforce development or adult education and training.
- Two years in experience in project management, program development in construction, social services, education or workforce development.
- Excellent interpersonal skills, specifically an ability to work with and understand the interests of diverse clients and partners including women, instructional staff, partner organizations, unions, and other colleagues.
- Excellent communication and case management skills, able to communicate with students clearly and effectively regarding program requirements, participation and progress in learning.
- Ability to work independently and desire to take initiative to expand and develop new ideas and course offerings.
- Proficient in Microsoft Office suite and virtual meeting and learning platforms.
- Availability to work evenings and Saturdays, as necessary; ability to work flexible hours as needed.
- Strong data entry and analysis skills.
- Preferred Qualifications:
  - Experience in developing youth development or sustainability programming.
  - Knowledge of the construction industry, workforce development, and/or organized labor.
  - Knowledge of Salesforce.

Salary commensurate with background and experience. Full benefits package. NEW is an EEO Employer.

**To apply:** Please send resume and cover letter to [jobs@new-nyc.org](mailto:jobs@new-nyc.org) with the subject line "Program Coordinator." All submitted documents should be labeled with the applicant's name and desired position (e.g. "Jane Doe Resume Program Coordinator").

*Nontraditional Employment for Women (NEW) is an Equal Opportunity/Affirmative Action employer. All qualified candidates will receive consideration for employment without regard to disability, protected veteran status, race, color, religious creed, national origin, citizenship, marital status, sex, sexual orientation/gender identity, age, or genetic information.*