



# Stanley M. Isaacs Neighborhood Center

415 E 93rd St, New York, NY 10128

**Position:**           **JOB READY Coordinator**  
**Reports to:**        Manager of Career Sector Training  
**Location:**         Upper East Side of Manhattan and East Harlem

## Organization Overview

The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is a non-profit, multi-service organization focusing primarily on the needs of children and low-income families, out-of-school and out-of-work youth, and aging New Yorkers. We operate at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver programs that are impactful, innovative, and intergenerational.

## Position Summary

The Isaacs Center is seeking a highly motivated candidate to serve as the JOB READY Coordinator. The Coordinator is responsible for recruiting young adults (17-24 years of age) who are unemployed or underemployed to engage in job readiness training at the Isaacs Center, and s/he will deliver a 4-week JOB READY curriculum to cohorts of enrolled participants throughout the year. This curriculum focuses thematically on *customer service*, and is infused with media and hands-on learning experiences. The highly skilled and creative coordinator will be required to provide a training experience that is both intensive and immersive, and will implement classroom strategies that engage a variety of learners.

## Duties and Responsibilities

- Engages with partnering organizations, schools, and city agencies, and conducts street outreach to inform, recruit, and orient young adults for customer service-focused job readiness program
- Delivers job readiness training curriculum in a way that is informative/engaging. Ensures relevance and effectiveness of curriculum and develops/facilitates learning experiences that are developmentally appropriate, engaging, and “hands on”
- Assesses participant’s understanding of content of training through quantitative/qualitative means.
- Works closely with Education and Workforce Development Team to monitor and support the development of personal and professional growth of participants
- Works closely with Education and Workforce Development Team to produce marketing publications and communications materials to recruit new participants
- Attends workforce development events and fairs and maintains relationships with workforce providers/centers/hubs to identify potential participants
- Compiles and analyzes participant data to improve the effectiveness of recruitment and instruction.
- Utilizes existing data systems to maintain highly accurate records for each program participant.

## Qualifications and Experience

- Bachelor's Degree in relevant field preferred
- 1-3 years of experience delivering structured curriculum to disconnected young adults including especially vulnerable participant populations (homeless youth, young people with a history of court involvement, pregnant and parenting teens, LGBTQ identified youth, etc.)
- 1-3 years of classroom experience that reflects exceptional understanding of differentiated learning strategies, and successfully incorporated multi-media formats
- Excellent computer literacy (IT) skills (including MS Office applications and internet research).
- Proficiency with data collection and record keeping a must
- Excellent interpersonal, verbal and written communication, networking, and presentation skills.



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- Demonstrated proactive approaches to problem-solving
- Highly resourceful team-player, comfortable with working in collaboration with others, but also has the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion
- Bilingual and bicultural skills desirable, but not required
- Ability to work some flexible hours (e.g., evenings, weekends, holidays)

*The Stanley M. Isaacs Neighborhood Center is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.*