

Job Description

Title:	Alumni Coordinator	Full-Time/ Part-Time:	Full-Time
Department	Education and Workforce Development	Hourly/Salary:	Salary
Work Schedule:	35 hours per week	Regular/Temporary/Seasonal:	Regular
Exemption:	N/A	FLSA Classification:	Nonexempt

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:

Each year, Education and Workforce Development at Isaacs Center provides out-of-work and out-of-school youth, ages 17 to 24, with education opportunities, job readiness training, intensive case management, and placement in sector-focused internships, apprenticeships, and employment. *There are no baseline criteria required to receive services, such as reading at specific grade level or having a high school diploma or its equivalent.* The Isaacs Center is seeking a highly motivated candidate to serve as the Alumni Coordinator. Reporting to the Director of Education and Workforce Development, the Alumni Coordinator is focused on the recruitment/retention of new/current/future participants, and provides assistance in both the education and career development components of our model.

Qualifications and Experience:

- Bachelor’s Degree required.
- Demonstrated skill at engaging adolescents and young adults appropriately, and establishing and maintaining effective and professional working relationships with peers.
- Ability to work effectively communicate with students, staff, faculty, and the general public in a courteous manner
- Strong organizational skills. Strong interpersonal, oral and written skills
- Highly resourceful team-player, with 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 and weekends)

Primary Duties:

- Develops, coordinates and conducts ongoing assessment of retention strategy
- Develops, coordinates, and conducts targeted outreach to program graduates and alumni
- Develops and facilitates educational and employment workshops that would be of interest to program graduates
- Develops and implements a strategy for collecting required employment verification documents
- Communicates with program graduates and alumni in order help maintain their engagement
- Utilizes Incentives and targeted outreach including home visits to encourage young people who have left the program to re-engage
- Develops and implements a mentoring program pairing alumni of the program with Board Members, full time staff and other interested professionals
- Plan and lead Networking events for Alumni of the program on topics including Career Exploration and College Persistence
- Develop and implement an initiative on financial literacy and coordinate regular financial counseling provided by a partner organization

- Assists in the development and presentation of Isaacs Center Scholarship Programming
- Tracks and reports key metrics designed to measure and predict retention activity
- In conjunction with the Workforce & Education Services team, help participants create post-secondary or post-graduation plans that will support their goals
- Develop and implement programming to support HSE recipients with college admission
- Develop and facilitate workshops on the college admission process and the completion of the FAFSA
- Actively participate in all staff activities and cross-functional projects
- Perform other duties as assigned

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.