



Position Title: Youth WINS Coalition Director
Employment Status: Full-time Exempt
Department: Workforce Initiatives
Program: NYSERDA Regional Hub/Youth WINS
Location: This is an agile position with no set reporting space
Reports To: Director of Workforce Initiatives, NYCID
Salary Range: \$75,000 to \$80,000
Hours: TBD
Benefits: Full Benefits Package Available

Requirements: This position requires a background check through the NYC PETS system *SEE BELOW**

New York Center for Interpersonal Development (NYCID)

We believe in building community and nurturing personal growth. We improve lives through conflict management, social-emotional learning, and youth and workforce development. Through our core values of Collaboration, Accountability, Recognition, and Resilience, NYCID works to help people develop skills which move New York City toward the goal of being a more civil and economically stable city for all.

Department: Workforce Initiatives

NYCID's Workforce Initiatives Department seeks to ensure that all young people ages 14 to 29 years old have access to alternative pathways to high school completion, essential training, and credentialing opportunities, access to post secondary opportunities, college access, and personal and professional development that result in a career pathway and a job which pays a family sustaining wage.

Programs:

Youth WINS (Workforce Initiatives of Staten Island): Youth WINS is a coalition of Staten Island stakeholders committed to providing training and employment opportunities to out-of-school/out-of-work young adults for the purpose of helping them become financially stable and economically mobile. NYCID is a lead partner in this coalition.

The New York State Energy Research and Development Authority (NYSERDA) partners with community-based organizations to establish the Hubs and provide a holistic, multidisciplinary approach to ensure that all New Yorkers have equitable access to the benefits of the state's clean energy transition. Each Hub will be composed of a network of organizations in each of the state's economic development regions to be responsible for establishing and fostering partnerships, over the next four years, in their area to deliver services at the community level and offer new ways to coordinate and promote clean energy outreach, engagement and education services throughout their communities. NYCID/Youth WINS provides outreach and education services in clean energy and energy efficiency, and integrating those with social services, housing, economic development, health and training, were encouraged to participate.

General Summary:

Under the direct supervision of the Director of Workforce Initiatives, in conformance with the personnel policies and procedures set forth by NYCID's Board of Directors, and under the guidance of the Youth WINS Steering Committee, the Coalition Director will manage all activities related to proper functioning of Youth WINS coalition. These activities include conducting a tri-annual steering committee meeting, engaging

coalition partners to ensure participation in workgroup meetings, and working to ensure the coalition meets the deliverables as put forth in the NYSERDA Regional Hub sub-contracting agreement with Kinetic Communities Consulting Corporation (KC3). This includes:

- Increasing consumer awareness of and access to clean energy technologies and opportunities;
- Increasing consumer uptake of clean energy projects;
- Advance local capacity to engage with community residents, including those who are disproportionately affected by the climate crisis, about clean energy policy, technologies, and opportunities.
- Increasing public participation in energy planning and program coordination activities;
- Supporting career pathways for priority populations (under the current definition at any given time as found on [NYSERDA's website, available here](#): in disadvantaged communities through partnerships with training, education, and clean energy businesses for employment opportunities in the clean energy workforce.
- Increasing partnerships with clean energy partners, human service providers, affordable housing providers, non-energy partners, third-party funding providers, philanthropic organizations, etc. to assist residents to access wrap around (non-NYSERDA) services/resources to Increasing participation in clean energy opportunities; and
- Increasing the diversity of participating organizations and firms in the clean energy sector.

The Coalition Director will plan, lead, and manage the Youth WINS Steering Committee meetings and will work directly with the WINS Executive Leadership team to ensure the smooth operations of Youth WINS.

The Director will work collaboratively with the WFI Director to represent NYCID/Youth WINS in government advocacy related to Workforce Development. This individual will also work closely with the Senior Leadership to seek opportunities to develop new partnerships and funding pathways.

Minimum Qualifications:

A minimum of 5+ years experience in social sciences, human services, Research and Development, education or a related field. 5+ years of experience in providing workforce development programs, serving opportunity youth. 2+ years of supervisory experience in managing teams of 10 or more. Bachelor/ Master's Degree in Education, Administration, Public Policy, Human Services or related fields are welcome. The candidate must obtain and maintain all security clearance requirements throughout the duration of employment.

Responsibilities:

Duties and responsibilities include but are not limited to:

- Develop effective working relationships with Executive, Senior, and Key partners of Youth WINS Coalition Members and of local social service organizations, government organizations, and business and political officers
- Ensure program activities are in compliance with funder requirements and NYCID protocols and procedures and in accordance with Youth WINS Principles of Operation
- Identify, develop, and maintain workforce development partnerships and network with KC3 partners, Youth WINS Coalition and community partners for the purpose of:
 - Connecting residents seeking training, contractors and small businesses interested in supporting fellowships and apprenticeships with NYSERDA workforce development opportunities.
 - Assisting coalition partners in the creation of career pathways for priority populations and disadvantaged communities, to build basic/foundational and technical skills to meet employer needs in the clean energy workforce and lead to job placement.



- Developing and maintaining partnerships to gain an understanding of the barriers to employment readiness in the clean energy workforce and help inform training programs based on this need.
- Advocate on behalf of clients by directly, collaborating with agency partners and building strong relationships with local businesses and other community-based organizations to develop job leads that cater to the interests and talent of the people on his/her caseload
- Oversee and facilitate coalition activities with training and wrap-around service providers to reduce barriers for and reflect the range of employment readiness needs of individuals with employment barriers.
- Assist in the ongoing maintenance of data collection including but not limited to; writing case notes, entering/updating job placement and retention data, and entering/updating employer contact and hiring information that capture all client work and milestones;
- Plan and assist coalition with community engagement projects within local neighborhoods
- Participate and assist with evening and weekend meetings, events, and programming, with the team including but not limited to distribution events and workshops; as needed;
- Collaborate with coalition partners to offer workforce development workshops accessible to community members and clients more broadly;
- Assess programs, partner participation and ensure that programming complies with government regulations relevant to workforce development programs
- Supporting fundraising activities including engaging with funders, writing grants and project managing grant deliverables and reports.
- Assess coalition budgets
- Achieve quarterly enrollment, placement, and retention targets and track coalition benchmarks and milestones.
- Assist coalition partners in completing comprehensive vocational assessment, vocational counseling and referrals to corresponding hard skills training.
- Maintain detailed records of document for statistical purposes according to the confidentiality/privacy policy of NYCID
- Maintain a knowledge base of community resources and organize field trips.
- Actively participate in all relevant training sessions, designated meetings, and special events
- Perform other duties as assigned

The Candidate should bring the follow Knowledge, Skills and Abilities to this position :

- Superior organizational skills: the ability to work independently and with multiple parties
- Superior conflict management and effective communication skills
- Advanced interpersonal skills for work with program participants, partners, and potential employers
- Advanced ability to plan, develop and coordinate multiple projects at one time
- Advanced knowledge of youth development principles and workforce development systems
- Advanced ability to motivate, engage and develop a trusting rapport quickly with partners, funders, and participants
- Superior verbal and written communication skills
- Superior supervisory skills and a first rate ability to foster a cooperative work environment among partners
- Superior networking skills
- Advanced ability to develop, plan and implement short and long-range professional goals
- Advanced ability to work with all opportunity youth, ie, job seekers, and to build effective relationships with potential employers
- Ability to maintain the highest degree of confidentiality, integrity, and professionalism

- Advanced Knowledge of office management principles and procedures
- Ability to embrace NYCID's Core Values: Collaboration, Accountability, Recognition. and Resilience

Additional Notes:

- Candidate **must** be fingerprinted by the NYC Department of Education. There is an initial expense of \$135.00 for processing. The candidate is reimbursed expense when officially hired
- This is a 12-month program that at times, includes working during holidays
- Bilingual Spanish/English a plus

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NYCID is an Equal Opportunity employer/program. NYCID is committed to creating an inclusive, diverse, and anti-racist environment. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status, and other protected status as required by applicable law.

*Auxiliary aids and services are available upon request to individuals with disabilities.
TTY/TTD 1-800-662-1220*

I have reviewed this job description and understand all my duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of NYCID without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

Name Signature _____ Date _____

Name (please print) _____