

Title: Director of Career Services

Location: 80 Maiden Lane

Salary: CWE

Essential Duties and Responsibilities:

- to plan, develop and implement programs that provide a range of career services, including career and educational counseling, job training, job development and placement, microenterprise development and loans, etc.
- to identify potential funding sources and develop proposals including grant writing
- to hire, train and supervise departmental staff
- to oversee the collection of program data
- to prepare or supervise the preparation of periodic reports to funding sources, agency management and other interested parties
- to represent agency in committees, coalitions and conferences related to career services
- to help formulate agency and community policy on issues related to career services

Supervisory Responsibilities:

Supervises central office and field staff providing career services

Qualifications:

- Excellent, up-to-date knowledge of policy and programmatic issues in all aspects of workforce development, including federal (WIA), state and city funding streams
- Very strong project management and organizational skills
- Excellent written and oral presentation skills
- Strong interpersonal skills with ability to interact and negotiate with diverse groups and types of people including career services professionals, private foundation and government staff, and clients
- Strong ability to work autonomously
- Good computer skills (word processing, spreadsheets, etc)
- Knowledge of Jewish communal services network a plus

Education and / or Experience

- Masters in counseling, social work or other fields related to career services and workforce development
- At least ten years of progressively responsible experience in the field of career services and workforce development in not-for-profit, public or private sectors
- At least five years of supervisor/management experience
- Basic quantitative skills necessary to prepare budgets and analyze program data

Email resumes to humanresources@metcouncil.org . Place in subject line “Director of Career Services”

Title: Receptionist-Front Desk

Location: 80 Maiden Lane

Salary: CWE

Primary Purpose: Greet/direct visitors and callers to appropriate staff. Distribute mail.

Essential Duties: Assist Executive Assistant with basic clerical duties such as typing, filing, and faxing. Assist with special events and projects.

Qualifications: Able to handle multi-phone line. Must be friendly, outgoing and an effective communicator. Type 45 words per minute. Proficient in Microsoft Office.

Experience: 2-3 years office experience. A high school diploma or it's equivalent.

Physical Demands: Light physical labor (must carry mail to the mailboxes.)

Email resumes to humanresources@metcouncil.org . Place in subject line "Receptionist"

Title: Grant Writer

Location: 80 Maiden Lane

Salary: CWE

Grant Writing Duties and Responsibilities:

- Research and track new funding opportunities in the public and private.
- Develop relationship with funders to gain access to more opportunities.
- Write new grants and renewals based on program development priorities.
- Prepare proposals from soup to nuts (design, narrative, outcomes and budget)
- Oversee language bank and proposal morgue.
- Prepare concept documents on program development priorities.
- Prepare narrative, qualitative and quantitative reports for contract deliverables as needed
- Support Public Relations, outreach and communications efforts through research, data collection, maintenance of relevant facts, cites and material and preparation of appropriate briefing reports and documents
- Project Management of program development projects

Qualifications:

Self starter, able to set project timelines with excellent oral and written communication skills. Must be able to manage multiple tasks in a fast paced environment and meet multiple deadlines. Must be able to think sequentially and understand impact of program design on operations. Must possess exceptional organizational skills to track and coordinate massive amounts of information and data.

Computer Skills:

Proficiency in Microsoft Word and Excel required. Must be able to create and interpret: spreadsheets with mathematical formulas and charts, program budgets and qualitative and quantitative analysis.

Email resumes to humanresources@metcouncil.org . Place in subject line “Grant Writer”

Title: Program Assistant-Robin Hood Home Attendant Training Program

Location: 80 Maiden Lane

Salary: upper 20’s

Program Description:

Funded by the Robin Hood Foundation, this poverty-fighting initiative trains and certifies low-income, predominantly immigrant, women to be Personal Care Aides, connecting them to high-demand employment in home care.

Primary Purpose: Assist Program Coordinator to enhance the program model and achieve contract goals. Be the public face of a client-centered job training and placement program that is accessible to individuals with barriers to employment while maintaining program integrity.

Essential Duties and Responsibilities:

- Outreach and Intake
- Service Referrals
- Job Readiness, Job Placement, Job Retention
- Administrative and Program Support

Qualifications:

- Bachelor’s Degree preferred
- Oral and written Spanish fluency
- Excellent communication skills, both written and over the phone
- Demonstrated sensibility toward and ability to work with diverse and low-income populations through patience, respect, and a sense of humor
- Familiarity with basic Microsoft programs, especially Excel

Email resumes to humanresources@metcouncil.org . Place in subject line “Program Assistant-RH HATP”

Title: Program Coordinator-Robin Hood Home Attendant Training Program

Location: 80 Maiden Lane

Salary: low-mid 30’s

Program Description:

Funded by the Robin Hood Foundation, this poverty-fighting initiative trains and certifies low-income, predominantly immigrant, women to be Personal Care Aides, connecting them to high-demand employment in home care.

Primary Purpose: Balance the fulfillment of the organization's mission to help those in need within an outcomes-oriented program model.

- Coordinate and evaluate program implementation to achieve contract goals
- Provide job readiness, job placement, and job retention services
- Oversee outreach, intake, social service referrals, and administrative support

Essential Duties and Responsibilities:

Ensure achievement of job placement and job retention goals:

- Conduct weekly job readiness workshops
- Maintain comprehensive program services via volunteer partnerships in financial education, resume assistance, and social services
- Design and implement follow-up protocol: maintain contact with each graduate through phone calls, graduation events, and ongoing employment services
- Prepare and monitor tracking and reporting
- Create a manual of operating protocols and new initiatives

Supervisory Responsibilities:

Oversee duties of the Program Assistant

Qualifications:

- Bachelor's Degree
- One year experience in direct services with low-income communities; job development experience a plus
- Oral and written fluency in Spanish
- Strong written, verbal and organizational skills
- Familiarity with basic Microsoft programs, especially Excel

Email resumes to humanresources@metcouncil.org . Place in subject line "Program Coordinator-RH HATP"

Title: Administrative Assistant

Location: Bronx, NY

Salary: low-mid 20's

Essential Duties:

- Greets visitors
- Answers telephone and take messages
- Type memos, reports, and correspondence for program director
- Type correspondence for supervisor and case managers
- Maintains inventory of office supplies, janitorial supplies, office equipment, and other supplies
- Maintains record of repair requests, work orders, assignments, and assists program director in assigning and/ or ordering repairs.

- Maintains reports of staff attendance, time sheets and rent collection
- Schedule intake appointments
- Maintains monthly census reports
- Prepares and inputs program data into computer.
- Collates and distributes mail.
- Must be able to prioritize assignments to completion and maintain schedule for required reporting of census data input for HRA and CAIRS systems.

Qualification:

- Proficient in Microsoft Office
- Must be organized and able to work in a fast-paced environment.

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“Administrative Assistant-Bronx, NY”
