

Associate/Senior Associate

JobsFirstNYC's mission is to leverage all available community, corporate, human, organization, private and public resources to implement systemic solutions to bring out-of-school and out-of-work young adults into the economic life of New York City. JobsFirstNYC has adopted four fundamental and interconnected approaches to achieve this goal:

- **EMPLOYER ENGAGEMENT** to make business a key partner in connecting youth to the labor market.
- **RAISING CONSCIOUSNESS** about the out-of-school and out-of-work young adult crisis.
- **ADVANCING PRACTICE** of organizations and individuals focused on the needs of young adults.
- **BUILDING OUR OWN CAPACITY** to become the premier workforce intermediary for young adults in New York City and beyond.

The Associate/Senior Associate (A/SA) plays a critical role in bridging the relationship between the organization, policy, community-based partners, and employers. The A/SA balances and manage key projects. In addition, the A/SA will have responsibility for project oversight, planning, reporting and documentation to demonstrate and advance JobsFirstNYC's successful execution of our values and mission.

Responsibilities

- Support the development and management of portfolio initiatives and projects, coordinating and completing project deliverables.
- Assist in portfolio management via project documentation, tracking, and reporting. Adjust project communications to appropriate audience. Proactively identify efficiencies and alternative approaches to portfolio scope.
- Serve as liaison to project stakeholders, and will manage some partner and stakeholder relationships directly. Represent JobsFirstNYC projects, purpose and mission to external stakeholders.
- Conduct research, specifically workforce, labor, and economic development, to inform portfolio practice development and depth, pilot new practices and models, provide opportunities for exchange and engagement with relevant parties.
- Liaison with economic development, employers, policy and community partner relationships at local, regional and national level to increase portfolio network and capacity, coalition build among stakeholders, identify cross-stakeholder strategies.
- Co-lead or coordinate the creation and publication of reports, papers, and technical assistance tools, regarding the learnings from active projects or issues important to advancing mission and vision.
- Collaborate across organizational practice streams to leverage cross-portfolio project opportunities and organizational partnership.
- Identify and lead opportunities to develop and execute public convening's that highlight the work of the agency and share successful practice with the workforce field. Produce materials for use by the organization's decision-makers in their engagement with policymakers, journalists, advocacy groups, and civic organizations. Promote the organization's research findings, including public presentations at conferences and community events.
- Collaborate with other staff members to complement efforts related to conducting research and analysis on policy issues as they pertain to major employment engagement and economic development initiatives, including lessons learned through the results of our work.

- Provide project support such as scheduling meetings, serving as note taker and scribe, sending advance materials, preparing all meeting materials, developing and responding to stakeholder surveys.
- Must be able to travel extensively throughout NYC, and some regional/national travel may be necessary.

Competencies & Qualifications

- Bachelor's degree required.
- Quick and adept learner, able to synthesize new information and research, organize relevant data and present to senior staff for review.
- Experience in managing multiple projects, ability to work collaboratively and cross-functionally, and track project progress. Demonstrated ability to proactively provide solutions and alternative approaches.
- Analytical and problem solving skills. Process and approach for critical thinking, clear presentation of information and analysis. Effective research and demonstrated ability to visualize, articulate, conceptualize or solve both complex and uncomplicated problems by making decisions that are sensible given the available information.
- Exceptional relationship building and management skills. Experience in working with stakeholders of varied roles, leadership and backgrounds, and can adjust approach to assure relationship success.
- Competency with Office, particularly excel and PPT, and quick learner of technology systems.
- Ability to communicate in a consistent, proactive and inclusive manner. Superb writer. Clearly and persuasively communicate, listen and seek clarifications; participate in meetings, write clearly and informatively for external publications, comfortable with public speaking.
- Support's organization's goals, values and strategies and works well in a fast-paced environment; treat others with respect and consideration; accept responsibility for own actions. Understand business implications of decisions, align work with strategic goals, complete administrative tasks and develop strategies to achieve organizational goals.

To apply for this position, please send a letter of interest, salary expectations, and a resume in PDF format only to: jobs@jobsfirstnyc.org

JobsFirstNYC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, JobsFirstNYC complies with all applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.