



## **EMPLOYMENT COORDINATOR - NEW YORK OFFICE**

West Harlem Environmental Action Inc. a/k/a WE ACT for Environmental Justice is a membership, community-based, non-profit advocacy organization based in Northern Manhattan w/a federal policy office in Washington, DC. WE ACT is an acknowledged leader in the environmental justice field, and is an effective contributor to environmental, energy, climate, and environmental health policy at the local, state, and federal levels. WE ACT achieves its mission by organizing the most affected people of color and low income to engage in environmental decision making that helps to build healthy and sustainable communities.

WE ACT seeks an Employment Coordinator with the ability to build robust employer contacts through persistent coordination and engagement. The Employment Coordinator will work in conjunction with the Workforce Development Associate in the recruitment and placement of applicants into our WE ACT Green Institute. You will be responsible for the placement of these then graduates into specific job opportunities that arise in their areas of training. WE ACT's Green Institute will be a full-service talent and workforce development pipeline designed to fill the positions of the green and clean energy future (e.g., electrification, solar, electric vehicles, offshore wind, and renewables).

The Employment Coordinator will ensure that graduates are 'work ready' including leading interview and resume prep, conducting mock job interviews, developing relationships with employers, and monitoring graduate's job retention. The successful candidate should be dedicated to identifying each graduate's workforce development needs, develop employment search and outreach plans to find them work, increase employer partnerships in our workforce development initiatives, and track the retention of graduates in the renewable energy sector (e.g., electrification, solar, electric vehicles, offshore wind, and renewables). You will also manage business related tasks such as creating reports.

WE ACT's Green Institute will be offered to graduates that have traditionally faced barriers to high-paying, in-demand clean sector opportunities. This position combines administrative responsibilities with intensive workforce development actions, like cold-calling, attending job fairs, and participating in community engagement activities to promote our green training program and its workforce development opportunities, and developing relationships with industry partners. Graduate retention should be a significant focus of the Employment Coordinator, including institutionalizing methodologies that keep graduates retained, such as having on-the-job resources and support services available while employed. The Employment Coordinator is a professional who will work directly with our graduates to demonstrate the social, economic, and environmental benefits of green training and workforce development.

## **PRINCIPAL RESPONSIBILITIES**

- Work closely within WE ACT's Green Institute to help implement and operationalize its workforce development initiatives
- Be the point person for all green training and workforce development initiatives; being extremely knowledgeable of employment opportunities in the renewable energy sector
- Ensure graduates are 'work ready' including assisting in resume prep and resume construction, conducting mock job interviews, and confirming proper employment documentation such as driver's licenses and Social Security cards
- Conduct employer and industry outreach events & develop outreach materials to convince partners to post their jobs in our green training program including developing strategic relationships, attending career fairs, and presentations at employer sites and through industry associations
- Manage and track graduates on-the-job progress including performing graduate and employer check-ins and establishing retention goals
- Using various software including documents, spreadsheets, databases, and slides, help prepare reports, and accurately record all information related to graduate's on-the-job performance, program's employer acquisition rates, and present conclusions to all relevant departments
- Serve as our trusted workforce development 'go to', providing accurate and professional assistance and information at all times and via all forms of communication

## **REQUIREMENTS**

- BS/BA and one to three (1-3) years of workforce development experience required
- Knowledge of Northern Manhattan and of environmental and social justice issues affecting communities of color and low income, required
- Excellent written and oral fluency in English; Spanish communication a plus
- Top notch organizational skills and ability to manage a daily, varied workload by priorities, and be extremely adept at solving problems and meeting deadlines efficiently
- Ability to work collaboratively, proactively and on a variety of projects simultaneously
- Experience promoting issues and policy objectives related to workforce development at a professional level particularly when interacting with graduates or funders
- Advanced interviewing skills

- Excellent in Microsoft & Google suites and adaptable to learning new databases. Knowledge and use of alternative databases helpful
- A deep passion for environmental justice and workforce development, a must

### **COMPENSATION & BENEFITS**

WE ACT offers competitive nonprofit compensation and is committed to justice in salary transparency and wage equity. The salary range for this position is \$55-58,500 based on experience and qualifications. WE ACT offers a generous suite of benefits, including comprehensive healthcare (medical, dental, vision), flexible spending accounts, life insurance, pre-tax transit program, retirement programs, and paid holidays and vacation, along w/onsite HR support. WE ACT follows a 3-2 hybrid work policy, requiring 3 days in the office per week. All staff are required to be fully vaccinated.

### **OUR COMMITMENT TO DIVERSITY, EQUITY & INCLUSION**

**WE ACT is an equal opportunity employer and strongly encourages applications from people of color, women, persons with disabilities, reentry and LGBTQIA+ communities.** We are committed to transparent and equitable recruitment, hiring and promotion processes that foster inclusion and belonging. If you've read this job description, are excited by it and can see yourself in this role, we hope you apply. If you need a reasonable accommodation during the application or interview process, please email David Stewart Hudson at [david.hudson@weact.org](mailto:david.hudson@weact.org).

### **HOW TO APPLY**

Please email your cover letter, resume, and three references to our Director of Human Resources David Stewart Hudson at [David.Hudson@weact.org](mailto:David.Hudson@weact.org), with 'Employment Coordinator' in the subject line. Submission in a combined PDF or Microsoft Word file is preferred. This position is open until filled and applications will be reviewed on a rolling basis. Please note that phone calls will not be accepted.