



Strengthening New York's Communities for Over 25 Years

42 Broadway, 20th Floor New York, NY 10004 Tel: 212.894.3394 Fax: 212.616.4994 Web: www.crenyc.org

Bedford Stuyvesant Restoration Corporation seeks Director of Workforce and Education Initiatives

About Restoration

Bedford Stuyvesant Restoration Corporation (Restoration) is the oldest community development corporation (CDC) in the United States. Founded in 1967 through the efforts of Senator Robert F. Kennedy and Jacob Javits, our mission is to be the catalyst for the progressive improvement of the quality of life for the people of Bedford Stuyvesant. We carry out this mission through economic, cultural, educational and social ventures that both revitalize our communities and serve as pioneering models for distressed communities nationwide. For more information about Restoration, visit our website at www.restorationplaza.org.

Position Description

Workforce development and education are an expanding and increasingly critical part of our mission. The Restoration Information Technology Education (RITE) Center provides training and placement assistance opportunities to develop the local workforce, assist area residents to achieve educational goals, and cultivate life skills.

The Director will be responsible for designing and overseeing all aspects of the RITE Center's employment and job skills programs for adults and youth; forging and maintaining program partnerships; managing high-level communications with external and internal stakeholders; and working to develop a program that will serve as a model for job placement centers nationwide. The Director will be responsible for developing and managing a program that will service 800-1000 people annually, and place approximately 200 people in jobs. Because of the growing significance of this program area at Restoration, the Director will have the exciting opportunity to shape Restoration's philosophy around and approach towards workforce/education for years to come. Salary commensurate with experience.

Requirements

The ideal candidate will have a start-up/entrepreneurial approach. In addition, she/he will have supervisory experience in an instructional environment or job training and placement program. He/she will also be capable of effectively managing relationships with employers, local nonprofit and government players, as well as internal stakeholders.

Master's degree in Public Administration, Business Administration, Education or other relevant discipline preferred. Minimum six years experience in program implementation and management, managing teams, and interaction with senior level government officials. Demonstrated experience and success in workforce development and job placement programming, including a demonstrated track record in meeting benchmarks on contracts related to employment training and placement programs. Excellent organizational, communication, and interpersonal skills. Experience with financial management and/or grant writing a plus.

E-mail cover letter and resume to restorationdirector@crenyc.org (Subject Line: Restoration Director of Workforce and Education) or FAX (Attention: Restoration Director of Workforce and Education) to **(212) 616-4994**. No phone calls please. *EOE*

In addition to this position, Restoration has two other openings on its Workforce Development and Education team: Youth Coordinator and Employment Specialist. For information on these jobs, please go to http://www.restorationplaza.org/employment_at_restoration.htm. To apply for either position, please send cover letter and resume to restorationotherjobs@crenyc.org. Please put job title in the subject line. Applicants can also fax their information to **(212) 616-4994**. No phone calls please. *EOE*