



## **Programs & Workforce Development Assistant**

*The Community Resource Center (CRC) promotes the cultural, economic, educational and professional integration of immigrants to the already established larger community and advocates for those in need. CRC team aims to provide the tools to prepare new immigrant families to become self-sufficient and active members of the community.*

The Programs and Workforce Development Assistant is a contracted position (full-time) and reports directly to the Manager of Programs and Workforce Development.

Responsibilities include:

- Coordinate educational programs with Manager of Programs from design to inception and evaluation;
- Help design program outcomes and evaluation tools including surveys and pre and post testing tools;
- Prepare monthly program reports for Manager of Programs and Workforce Development;
- Weekly entry of program attendance in Sales Force database;
- Provide guidance to educational programs volunteers;
- Update monthly programs calendar in Worker Center;
- Ensure clients are referred to all other department areas of the Community Resource Center;
- Attend bi-weekly staff meetings;
- Attend development training when requested by Manager.
- Support with all workforce development training\* through outreach, coordination, and coverage (including proper documentation and reporting). \*Connect with supervisor on what trainings entail.
- Maintains computer hardware and software applications inventory for the purpose of ensuring availability of equipment and/or instructional material in computer lab.

Contracted position available starting at \$15.00 an hour. Send resume to Marco Bohorquez at [mbohorquez@crcny.org](mailto:mbohorquez@crcny.org).