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Job Description

## **ACADEMIC AND CAREER COORDINATOR**

### **AGENCY BACKGROUND:**

Northern Manhattan Improvement Corporation (NMIC) is a community-based, not-for-profit organization founded in 1979 that has grown into a leading multi-service agency with over 120 staff serving New York City with a focus on upper Manhattan and the Bronx. Our mission is to serve as a catalyst for positive change in the lives of the people in our community on their paths to secure and prosperous futures. Integration is the cornerstone of NMIC's programs, and our staff can identify and address a broad array of immediate needs through comprehensive crisis intervention services. With their crises resolved, clients move seamlessly to capacity building services through our holistic programs designed to transition individuals and families to self-sufficiency.

- Our **Legal Services, Social Services, and Weatherization** programs meet community members' basic needs including housing, income, nutrition and health.
- Our **Community Organizing** program empowers groups of residents to collectively secure longer term and larger scale improvements to their own basic needs.
- Our **Education & Career Services** program imparts individual community members with the practical tools necessary to build secure and prosperous futures.

**Job Title:** Academic and Career Coordinator  
**Department:** Education & Career Services  
**Reports To:** Train & Earn Program Manager  
**Location:** Main Office: 45 Wadsworth Avenue, NY, NY 10033  
**FLSA Status:** Exempt

### **SUMMARY OF RESPONSIBILITIES:**

This is a direct service and leadership position in the Education & Career Services Department reporting to the Train & Earn Program Manager with guidance from the Director of the Education & Career Services Department and working closely with the Connections to Care (C2C) Program Coordinator and other members of the department leadership team to ensure coordinated case management services across the department. Specific responsibilities include the following and additional related duties assigned by the Director, including off-site assignments requiring travel.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Maintain a regular caseload of candidates in the Train & Earn program
- Identify community resources for immigration, housing, mental health, legal services, public benefits, post-secondary education, etc., and refer candidates to needed services, including the Uptown Youth Hub
- Conduct psychosocial assessments for candidates

- Actively participate in applicant recruitment, screening, eligibility determination, intake, assessment and enrollment
- Meet with enrolled candidates one-on-one to develop individualized service plans, set goals and plan engagement in educational, internship, employment and occupational skills training programs
- Conduct bi-weekly or weekly one-on-one meetings with candidates to review progress towards stated goals and to address candidates' needs and challenges, and document case notes in online data management system(s)
- Identify advanced skills training, secondary and post-secondary educational opportunities that meet the needs of candidates for post-program placements
- Assist in planning of alumni service activities
- Conduct follow-up, including home visits for specific candidates
- Maintain and update candidate case records
- Attend supervision, team and case management meetings
- Serve as lead counselor for Education & Career Services Department
- Provide supervision to BSW/MSW interns assigned to the Department
- Identify staff training topics in collaboration with Department leadership and staff feedback, and develop and execute trainings or identify external trainings and refer staff as appropriate
- Provide feedback and guidance to program staff on how to effectively manage their caseloads to produce programmatic outcomes

Additional related responsibilities may be assigned.

### **QUALIFICATIONS:**

- Licensed Master's in Social Work and SIFI certification required
- Minimum of four years' experience in the field of social work
- Experience working with young adults (17-24) strongly preferred
- Superb attention to detail and work accuracy
- Excellent written and verbal communication skills
- Working knowledge of MS Office applications
- Bilingual English/Spanish preferred

### **NMIC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER:**

NMIC is an Equal Opportunity Employer and actively encourages candidates of diverse backgrounds to apply for employment. Applicants must meet the minimum requirements in terms of qualifications. An equivalent combination of education and experience will be considered unless specifically stated otherwise.

### **TO APPLY:**

Please submit the following to Cazeumbe Olushola, *Train & Earn Program Manager*, at [cazeumbeolushola@nmic.org](mailto:cazeumbeolushola@nmic.org) with the job title in the subject line:

- Cover letter
- Resume
- Salary requirements

All attachments should be in Word or PDF form. No phone calls, please.