

## **Community Partner Manager Manhattan, New York**

Do you have a passion for working with underserved communities? Are you looking for an opportunity to use your skills, experience and empathetic nature to work alongside other passionate people in a supportive environment where collaboration and creativity are encouraged? Are you driven to improve your skills for the purpose of helping others? Then the Community Partner Manager position is for you! We are seeking compassionate and team-oriented individuals to join our spirited team.

The Community Partner Manager works with leadership to establish effective community partnerships and governmental relationships that support the center mission of referring Foreign- Born New Yorkers to work readiness and job placement services. This position reports to the Community Partner Director and is responsible for developing, maintaining, and promoting alliances with community organizations and stakeholders to achieve center goals and objectives.

### **Successful Elements:**

- Meet with community organizations in all 5 boroughs to learn about their missions and share information about our mission and goals.
- Serve as a key point of contact with public and private organizations, community leaders, and elected officials on behalf of Workforce1 Career Centers to coordinate, evaluate, and explore connections that serve Foreign- Born New Yorkers.
- Facilitate presentations to community based organization staff and clientele regarding Workforce1 Career Center services and job opportunities for Foreign-Born New Yorkers.
- Source for potential community partnerships whose Foreign-Born population can benefit from our current job pipeline and training programs.
- Host roundtables and monthly community-based organization meetings.
- Keep abreast of city, state, and federal regulations pertaining to workforce development.
- Work with business development team to identify job openings, alternative work activities, and training initiatives.
- Coordinate off-site recruitment events and employer hiring events.
- Work with the Deputy Borough Director and Community Partner Director to represent the center at community events.
- Create quarterly Community Partner plan.
- Complete direct reports on a weekly basis.
- Must be willing to work from all EDSI centers in the NYC area.
- Collaborate with all NYC Workforce1 Career Center Partner Coordinators to share contacts and partners that serve Foreign-Born New Yorkers.
- Meet and prescreen job seekers for open job orders at offsite partner events.

### **Required Experience:**

- Excellent verbal and written communication and interpersonal skills
- Familiarity with the communities being served, with knowledge and understanding of local needs and resources
- Ability to work well within a team and independently
- 2-3 years of experience in business, sales, or training
- Bilingual (English and Spanish) encouraged to apply

### **Required Education:**

- Bachelor's degree in business, education, human resources, liberal arts or related area.

Bring your expertise to EDSI where you will be able to live our values every day: Show Up, Smile, and Support!

Please use the following link to submit an application and resume:

<http://edsisolutions.atsondemand.com/#/jobDescription/680601/Bilingual%20Community%20Partner%20Manager%20-%20Washington%20Heights%20Workforce1>