

Hook Arts Media

Where creative learning meets
community change



Hook Arts Media is seeking experienced youth **Workforce Development Coach** for its Digital Connections/Film Fellows program.

Hook Arts Media **Digital Connections** Film Fellows program is in its fourth year as our advanced film workforce readiness program. Digital Connections provides training to fifteen young adults from under-sourced NYC communities as media creators and educators. It is designed expressly for the purpose of eliminating barriers to employment and to establish a pipeline of low-income young adults with technical and academic skills for employment in the media industry. This program will:

1. Provide advanced training designed to prepare young people from historically disinvested communities to find employment in the NYC Media and Entertainment and/or Media Education sectors
2. Build links between participants and employers in the media and media education industries.
3. Secure 40 hours internship placements for each participant
4. Provide future positions within Hook Arts Media's media education programs for program graduates.
5. Provide additional training and mentorship in workforce readiness.

PRIMARY DUTIES & RESPONSIBILITIES:

- **Career Readiness Training:** Facilitate career readiness lessons, including but not limited to cover letter and resume writing, interview skills, time management, accountability, self-advocacy, basic financial literacy, budgeting, creating a LinkedIn profile, job search strategies, navigating workplace culture, and professional conduct while on a job.
- **Communication Skills Training:** Facilitate lessons on workforce communication skills, including but not limited to, conveying information concisely (verbally and in writing), listening skills, understanding when to step up and when to step back, navigating workplace culture, effective ways to give and receive feedback.
- **Curriculum:** Review existing curriculum and develop new workforce readiness curriculum as needed.

- **Establishing Partnerships:** Identify and establish new partnerships with film and media employers, industry associations, and other relevant organizations to create opportunities for collaboration and internship placements.
- **Engagement and Relationship Management:** Maintain strong relationships with existing film and media employer partners, engage with them regularly to understand their needs and expectations, and explore ways to enhance intern placement.
- **Recruitment and Placement:** Work with employers to identify job opportunities, internships, and other career development opportunities for program participants. Facilitate the recruitment and placement process, ensuring a good fit between candidates and positions.
- **Data Management:** Maintain accurate records of employer partnerships, job placements, and outcomes. Use data to track progress, identify trends, and make data-driven decisions to improve effectiveness.
- **Evaluation and Feedback:** Gather feedback from employer partners and program participants to assess program impact, identify areas for improvement, and make recommendations for program enhancements.
- Meet regularly Digital Connections teaching team and Director of Education to coordinate program schedules and plan as needed.
- Utilize hands-on, interactive, and participatory learning modalities (not lecture based).
- Assessing work performance once participants are placed in internships, including consistent communication with internship site supervisor.
- Handle any appropriate responsibilities and functions as assigned by Media Program Director and/or Director of Education

The ideal candidate will have at least three+ years of experience in the following areas of youth development:

- Workforce development training for youth/young adults ages 18-26
- Building trusting relationships that yield outcomes in confidence and competence using consistent engagement.
- Promote responsible and healthy physical and mental decision-making.
- Manage progress by evaluating youth achievements; sharing with administrative staff and participants in order to make positive decisions and correct behaviors as needed.
- Internship placements and oversight
- Proven commitment to social justice and equity, particularly relating to underserved and under-resourced populations.
- Identify and connect youth with appropriate community resources.

Candidates should have the following knowledge, skills and abilities:

- Ability to perform work scope involving the use of independent judgment and personal initiative.
- Ability to work with diverse populations.
- Proficient in use of computer technology primarily Microsoft Word, Excel and Google Suite, Zoom.
- Ability to complete a variety of daily, bi-weekly, and monthly documentation, as well as data collection.
- Excellent verbal and written communications skills.
- Ability to work independently and as a part of a team.
- Ability to design and implement innovative programs with strong attention to individual needs.
- Networks within NYC film / media / entertainment industry a plus
- Experience in arts education/film/social justice issues a plus.

Start date: September 9, 2024

End Date: February 27, 2025.

Schedule is Wednesday and Thursday 10 am - 3 pm, 10 hrs a week on site at Hook Arts office in Red Hook, Brooklyn. Schedule may shift to less hours in January and February 2025.

Pay is \$30-\$35 per hour for approximately 275 hours.

To be considered, please send a resume with at least 2 references and cover letter to Admin@hookarts.org

Visit www.hookarts.org for more info.