



Outreach Coordinator Needed

Monadnock Construction is a Brooklyn based General Contractor and Construction Management firm founded in 1975. Our projects include new and rehab multifamily residential, commercial, and institutional projects throughout NYC. The company is a market leader in the construction of quality affordable housing throughout the five boroughs. Approximately 15 active projects going on at any given time, and the company is undergoing a sustained period of growth.

The Outreach Coordinator will be the main point person for all local hiring and job placement efforts, and be the link between community organizations, job applicants and hiring managers at Monadnock and its subcontractors.



Hourly Wage:	\$40,000-\$50,000+
Hours per Week:	40
Projected Start Date:	November 2019
Benefits:	Health Benefits, Sick Days, Vacation Days, Paid Holidays, Tuition Reimbursement, 401K, Other Benefits

Responsibilities:

- Manage all local hiring outreach, onboarding and tracking.
- Act as first point of contact for applicants and community organizations.
- Coordinate outreach and job postings at local community boards and offices of local politicians.
- Collect and screen all applicant resumes with hiring managers.
- Follow up on all calls received by the Outreach line, and follow up with all applicants to notify them of the status of their application.
- Coordinate with all other local groups doing outreach and training for Monadnock.
- Establish communication with new training schools/programs that will fulfill requirements for new workers.
- Plan and coordinate worker trainings as required.
- Plan and coordinate job fairs and group interviews as needed.
- Create standardized list of job fair supplies and marketing materials.
- Liaise between job applicants and hiring managers at Monadnock.



- Maintain tracking sheets of persons interviewed and/or placed through community hiring efforts.
- Do job onboarding and orientations for new workforce direct hires (laborers).
- Maintain organized employee records.
- Produce weekly tracking sheets on current labor force.

Qualifications:

- Bachelors degree preferred.
- Strong verbal and written communication skills.
- Excellent organizational and time management skills.
- Bilingual English/Spanish a strong plus.
- Some knowledge of or experience in the construction industry preferred, but not required.

**Monadnock will provide training if you are interested but do not have the required certifications.

If you are interested please send resumes and contact information to Jobs@moncon.com or call 718-576-3702 for any inquiries or to follow up on the status of your application.