

ARE YOU LOOKING FOR JOB OPPORTUNITIES HERE IN THE BRONX?

October 2025

Here is a range of job openings from area businesses, community organizations like WHEDco, and government that may be a good fit for you or someone you know! Also, further below is NEW information about free or low-cost job trainings you can access.

[Be sure to also check the previous lists here for jobs that may still be open.](#)

Job Openings

Administrative and Case Management-Related Positions

Montefiore: Telephone Operator – Wakefield F/T (Bronx) [Apply Here](#)

BronxWorks: Administrative Assistant – 4793 Temporary (Bronx) [Apply Here](#)

BronxWorks: Program Assistant – 4785 F/T (Bronx) [Apply Here](#)

Phipps Neighborhoods: Administrative Assistant (PN) F/T (New York, NY) [Apply Here](#)

CUNY/Lehman College: Enrollment Coordinator – Office of the Registrar [Apply Here](#)

Social Work-Related Positions

BronxWorks: Senior Case Manager – 4780 F/T (Bronx) [Apply Here](#)

Neighborhood Coalition for Shelter: Substance Use Counselor F/T (Upper East Side) [Apply Here](#)

WHEDco: Home Visitor Specialist F/T (Bronx) [Apply Here](#)

BronxWorks: Immigration Unit Program Director Req 4788 F/T (Bronx) [Apply Here](#)

BronxWorks: Senior Case Manager – 4780 F/T (Bronx) [Apply Here](#)

Neighborhood Coalition for Shelter: Senior Case Manager, Louis Nine House F/T (Bronx) [Apply Here](#)

Maintenance, Housekeeping, and Security-Related Positions

Valvoline Instant Oil Change: AE6411 (Bronx) [Apply Here](#)

BronxWorks: Porter F/T (Bronx) [Apply Here](#)

Phipps Houses: Superintendent F/T (Bronx) [Apply Here](#)

The Fortune Society Inc.: Safety Coordinator/Residential Aide F/T (Bronx) [Apply Here](#)

Food and Customer Service-Related Positions

Montefiore: Cashier Diet Cafeteria – Wakefield F/T (Bronx) [Apply Here](#)

Amazon: Stocker – Bronx [Apply Here](#)

WHEDco: Per-Diem Bartender (Bronx Music Hall – Bronx) [Apply Here](#)

Baldor Specialty Foods INC: Inside Sales Representative F/T (Bronx) [Apply Here](#)

Education-Related Positions

WHEDco: Family Literacy Assistant F/T (Bronx) [Apply Here](#)

WHEDco: Group Leader, HighBridge Green F/T (Bronx) [Apply Here](#)

WHEDco: Music Instructor (Highbridge Green School -Bronx) [Apply Here](#)

CUNY/Hostos Community College: Student Athletics Program Specialist [Apply Here](#)

CUNY/Hostos Community College: Student Disability Services Specialist [Apply Here](#)

CUNY/Lehman College: Assistant Professor – Accounting [Apply Here](#)

CUNY/Lehman College: Senior Director of Center for Teaching & Learning [Apply Here](#)

New Settlement: Activity Specialist P/T (Bronx) [Apply Here](#)

New Settlement: College & Career Counselor, Student Success Center F/T (Bronx)

[Apply Here](#)

Phipps Neighborhoods: Education Coordinator, Workforce Division P/T (New York, NY)
[Apply Here](#)

BronxWorks: Youth Worker – 4794 P/T (Bronx) [Apply Here](#)

Finance-Related Positions

Neighborhood Coalition for Shelter: Senior Accountant F/T [Apply Here](#)

Phipps Houses: Corporate/Development Accounting Manager F/T (New York, NY)

[Apply Here](#)

Phipps Houses: Benefits Assistant F/T (New York, NY) [Apply Here](#)

Phipps Neighborhoods: Financial Counselor F/T (New York, NY) [Apply Here](#)

Healthcare-Related Positions

Urban Health Plan: Patient Service Rep – VIDA Guidance Center F/T (Bronx) Positions Available: 3 [Apply Here](#)

Urban Health Plan: Medical Assistant – Specialty F/T (Bronx) Positions Available: 3

[Apply Here](#)

Urban Health Plan: Certified Dental Assistant F/T (Bronx) Positions Available: 3

[Apply Here](#)

Urban Health Plan: School Health Registered Nurse F/T (Bronx) [Apply Here](#)

Montefiore: Senior Clinical Interviewer F/T (Bronx) [Apply Here](#)

Operations and Management Positions

The Fortune Society Inc.: Program Manager F/T (Bronx) [Apply Here](#)

BronxWorks: Operations Coordinator II – 4789 F/T (Bronx) [Apply Here](#)

Grow NYC: Wholesale Purchasing Manager (New York, NY) [Apply Here](#)

New Settlement: Construction Training Manager, YouthBuild F/T (Bronx) [Apply Here](#)

Baldor Specialty Foods INC: Supply Planner F/T (Bronx) [Apply Here](#)

Programs and Coordinator Positions

The HOPE Program: Employment and Business Services Associate [Apply Here](#)

Grow NYC: School Gardens Coordinator P/T (New York, NY) [Apply Here](#)

Grow NYC: Labor and Employee Relations Coordinator F/T (New York, NY) [Apply Here](#)

Neighborhood Coalition for Shelter: Arts Coordinator, Louis Nine House F/T (Bronx)
[Apply Here](#)

Phipps Neighborhoods: Outreach Specialist F/T (New York, NY) [Apply Here](#)

More Job Listing:

NYC Small Business Services Workforce 1 Job Opportunities. (Multiple jobs, Bronx & NYC area)

- Click <https://www1.nyc.gov/site/sbs/careers/find-a-job.page>
- Select “Type of Job”, and then scroll down to see job openings.
- Click on the job title and create an account to apply.

Currently hiring for: Home Health Aide, Medical Assistant, Culinary Assistant, Driver, Cleaning, STEM/Robotics Activity Specialist, Case Manager, Nurse, and more.

FREE/LOW COST JOB TRAINING PROGRAMS

MMCC Educational Counseling Center: 3512 Dekalb Avenue, Bronx, NY
Flexible schedules. Morning, Afternoon & Evening classes available.

LTT Program

What is the LTT Program?

LTT offers a free, specialized set of support services to all school and daycare workers, helping them pursue an undergraduate or graduate degree or a certificate program in teaching or any field of study.

Eligibility:

To be part of the LTT program and receive free services, you must be:

- Employed in any school and daycare setting
- Enrolled or interested in applying to an undergraduate or graduate program at one of the LTT partnering CUNY colleges

What Does LTT Offer?

All support services are free and designed for adult learners returning to school to advance their careers or achieve personal growth. These services are offered from preadmission to graduation.

Grace Institute of New York

Grace Institute offers a 12-week, tuition-free hybrid training program designed to prepare women for dynamic, upwardly-mobile administrative careers. We support and place graduates in corporate, healthcare, and nonprofit settings. Whether you are new to a professional career or returning to the workforce, Grace Institute will provide the skills, confidence, and community needed for success.

8 weeks of Core Training

This foundation administrative training covers essential workplace skills:

- Microsoft Office suite
- Interview preparation
- Resume writing
- Professional communication
- CRM management
- Teleconferencing (Zoom, Teams, Google Meet)

4 weeks of Specialized Training

Includes an evolving selection of training modules that matches participant interest with job market trends.

Informed by our hiring partners, Specialized Training modules concentrate on skills needed in the current job market; ensuring graduates stand out in applicant pools.

Specialized modules will include:

- Project Management
- Fundraising & Development
- Customer Experience
- Event Planning
- Billing and Coding for Healthcare
- Medical Terminology

Grace Institute offers a warm supportive environment for all women seeking a career-oriented job with one of NYC's top companies. Please visit our Apply Now page for specific requirements, or reach out to a member of our team at admissions@graceinstitute.org or (212) 832-7605.

Renaissance Technical Institute (RTI)

is a New York based non-profit organization based in Harlem, New York, dedicated to empowering and transforming the lives of adults (17 years and older), the immigrant population, and the underserved communities, by providing **FREE** vocational education and training that materialize in careers in the trades.

The FREE vocational training offered at RTI is geared especially to the youth 'at risk'. We want these students to know that because they did not graduate from high school, they still have an opportunity with us to improve their lives and do better. Students can learn one or more trade programs of their choice. Our programs prepare them to pass state examinations, leading them to obtaining industry certifications, apprenticeships, and in due course, job placements. **Upon graduation, our students can work as Electricians, Plumbers, Solar Panel Installers, Carpenters, Optometrist Assistant, CDL drivers, etc.**

RTI Student Eligibility Criteria include:

Being 17 years or older and highly motivated to learn new technical and professional skills.

- Able to commit to the full program duration.

Next Steps:

- Contact us if you have any questions
- Attend an information session/open house
- Complete and Submit [*Our Application Form*](#)

NOTE: Applications accepted continuously until course start or class fills

- Meet with a career advisor
- Start your successful career at RTI

Address: 173 East 112th Street. New York, New York 10029

Phone: [212-722-5000](tel:212-722-5000)

Fax: 212-722-5022

Email us: admissions@renaissancetechnicalinstitute.org

First Course NYC Information Session

First Course NYC is an apprenticeship program that teaches the culinary skills necessary for a career as a line cook. This 14-week program includes eight weeks of classroom kitchen training delivered by experienced Chefs/Instructors, followed by six weeks of on-the-job training in respected New York City restaurants.

Interested? Attend a virtual info session where you will learn more about the program requirements and receive a link to complete an online program application. If your application is accepted, you will be invited to participate in a Tryout Day and interviews with Employer Partners. The goal of First Course NYC is to seamlessly transition participants into a full-time Restaurant Cook position at a NYC restaurant at the end of the program. You will need to attend an info session to apply.

To learn more, visit www.nyc.gov/firstcourse

Bronx Community College FREE Adult Basic Education & Training Program

- The Adult Basic Education and Training Program provides FREE services to adults who are seeking to improve their English language skills (ESOL), get a high school diploma (HSE), and to those who are displaced because of loss of income (DHP) . Besides obtaining academic instruction and counseling, students receive college/training information and follow-up.

ESL classes meet three times per week from 9:30 am to 1:30 pm or from 6:00 pm to 9:00 pm. There are 5 Levels of ESL classes.

- Pre HSE and HSE classes meet from 6:00 pm to 9:00 pm Monday through Thursday.
- The DHP program provides job readiness skills such as: resume writing, interviewing techniques and basic computer classes. Students must meet specific eligibility requirements. Students attend once per week. For more information regarding DHP, please call 718 289-5832/5838

- Integrated English Language and Civics Education (IELCE) provides high-level ESOL instruction with an emphasis on college and career preparation. Classes are available morning, evenings and Saturdays.

We run four cycles per year and students need to **call 718-289-5834** to schedule an appointment. Registration takes approximately 3 hours, and includes testing for appropriate class placement.

Bronx Community College: CUNY Language Immersion Program (CLIP)

The CUNY Language Immersion Program [CLIP](#) is an intensive English as a Second Language (ESL) program for CUNY students who need to improve their academic English language skills. Classes meet five hours a day, five days a week, during daytime or evening sessions. Students who have been accepted to any CUNY college can spend up to one year in the program.

CLIP is a content-based program where students learn English by studying topics in American history, literature, environmental studies and more. In this way, students build knowledge and academic skills as they develop their English language skills. CLIP students also learn the computer skills they need for college.

CLIP is a low-cost program. Most students pay a fee of \$180 for a 15-week semester (25 hours a week). Students do not use their financial aid while in CLIP. Instead, they save their financial aid for subsequent college coursework. Participants in the CUNY Language Immersion Program enter college with experience in writing compositions, reading and analyzing texts, making presentations and using computers for academic purposes.

For more Information Please call (718)289-5207 or Email: CLIP@bcc.cuny.edu

PAID INTERNSHIP CULINARY ARTS

Mosholu Montefiore Community Center (MMCC) is currently recruiting youths for their culinary paid internship. 3512 Dekalb Avenue, Bronx, New York 10467

www.mmcc.org

- Must be 16-24 years old
- \$18/hour, up to 40 hours a week
- Gain a Culinary Food Handler's Certification and/or Customer Service Certification

- Earn a trade while making money
- Earn your High School Equivalency Diploma (GED)
- Classes are conducted in person

To learn more, contact: Yuisa Santiago: ysantiago@mmcc.org or (718) 652-0282