

TTMB is a six-week, stipend-based apprenticeship opportunity that exposes young people to entrepreneurship, financial literacy and future career opportunities.

Each year talented youth are selected to become TTMB apprentices. Each apprentice is then teamed with a small business owner, most of who operate in New York City. The business owner serves as both employer and mentor. The apprentice shadows him or her four days a week, gaining practical, hands-on experience in business operation and management. Additionally, apprentices participate in a series of workshops that cover topics like creating a business plan, understanding credit and debt, and business etiquette.

### **Position Summary**

The Assistant Director, will work directly with the TTMB Program Director to coordinate, and oversees the overall internship program. He/she will be responsible for interacting with the students participating in the TTMB program, the companies that the students have internships with, coordinate, schedule and interact with Monday Module presenters, coordinate/facilitate mentors for the TTMB apprentices and responsible for communicating with parents/guardians, ABWCDC Board Members and other TTMB staff prior, during, and after the Program.

### **QUALIFICATIONS & REQUIREMENTS:**

- Bachelor's Degree in education, youth development, social work or other related field required; Master's Degree a plus
- Minimum 3 years' experience in youth program development, implementation and reporting required
- 2 years' program coordination experience required; experience managing staff, interns or volunteers preferred
- Knowledge of community-based resources, and employment opportunities available to youth;
- Candidate must have strong oral and written communication skills
- Strong interpersonal and team building skills

### **JOB DUTIES & RESPONSIBILITIES:**

- Work closely with TTMB Program Director to provide oversight and vision for TTMB Program including all work readiness, employment placement and project-based programming
- Supervise apprentice students (12-15) and (6-10) business owners/mentors
- Conduct weekly Meetings, supervision and ongoing coaching with apprentices
- Build partnerships with organizations and businesses interested in working with youth over the summer
- Develop a Youth and Family Recruitment Strategy for 2023 and beyond
- Coordinate with TTMB Program Director to deliver orientation sessions and work readiness workshop for incoming apprentices
- Oversee the design and implementation of project-based experiences for youth ages 14-16
- Develop partnerships with key community-based stakeholders
- Work with Program Director to ensure all data is accurately entered and submitted by reporting deadlines
- Review weekly reports, track progress against targeted outcomes; develop program improvement plan as necessary
- Complete weekly reports that detail programming progress, successes and or challenges

- Manage budgets against spending targets; ensure all supplies and equipment are purchased as needed
- Maintaining regular communication with Business owner, apprentices and module presenters and addressing all employment related concerns

Job Type: 9 weeks seasonal full time (Summer 2022)

Salary: To be discussed

**Experience:**

- youth development: 4 years (Preferred)
- Leadership: 2 years (Preferred)
- Program Development: 2 years (Preferred)

**Education:**

- Bachelor's Degree