

ARE YOU LOOKING FOR JOB OPPORTUNITIES HERE IN THE BRONX?

**July 2022**

**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**

#### **Customer Service and Secretarial/Administrative positions:**

- **Fund for Public Health NYC:** Child Care Registrar [Apply Here](#)
- **Grow NYC:** Seasonal Farmstand Youth Staff (Full and Part-Time) [Apply Here](#)
- **Marshalls:** Merchandise Associate (10451, Melrose area) [Apply Here](#)
- **Montefiore:** Senior Clerk (10461 Waters Place Bronx) [Apply Here](#)
- **New Settlement Apartments:** Member Services Representative – Community Center [Apply Here](#)
- **Target:** Guest Advocate (cashier or front of store attendant/ cart attendant) (10451, Melrose area ) [Apply Here](#)
- **Urban Health Plan Community Health Center:** Referrals Associate- Hybrid - English/Spanish [Apply Here](#)
- **Urban Health Plan Community Health Center:** Help Desk Associate I [Apply Here](#)
- **Urban Health Plan Community Health Center:** Patient Service Rep English/Spanish [Apply Here](#)
- **White Castle:** Team Member (10459, Southern BLVD) [Apply Here](#)

#### **Education-related positions:**

- **CUNY:** Adjunct Faculty Open Rank - School of Business (Lehman College ) [Apply Here](#)
- **CUNY:** Academic Resource Center Specialist - Student Success Coaching Unit (Hostos Community College) [Apply Here](#)
- **DreamYard:** Entrepreneurship and Gaming Graphic Design Teaching Artist [Apply Here](#)
- **Grow NYC:** Education and Engagement Lead, Zero Waste Schools [Apply Here](#)
- **New Settlement Apartments:** College Advisor – College Access Center (CAC) [Apply Here](#)
- **New Settlement Apartments:** College Readiness Advisor – College Access Center (CAC) [Apply Here](#)

- **New Settlement Apartments:** College Success Counselor – College Access Center (CAC) [Apply Here](#)
- **New Settlement Apartments:** College Coach – College Access Center (CAC) [Apply Here](#)
- **New Settlement Apartments:** Lifeguard – Aquatics [Apply Here](#)
- **New Settlement Apartments:** Water Safety Instructor – Aquatics [Apply Here](#)
- **Urban Health Plan Community Health Center:** Senior Health Educator [Apply Here](#)

**Finance-related positions:**

- **CUNY:** Financial Aid Advisor (aHEO) - Financial Aid (Bronx Community College) [Apply Here](#)
- **JPMorgan Chase Bank:** Relationship Banker (10461, Morris Park) [Apply Here](#)
- **Neighborhood Coalition for Shelter:** Finance Manager [Apply Here](#)

**Food service-related positions:**

- **BronxWorks:** Kitchen Supervisor - Shelter for Single Adults [Apply Here](#)
- **Citarella Gourmet Market:** Cake Decorator (Hunts Point) [Apply Here](#)

**Maintenance positions:**

- **BronxWorks:** Custodian [Apply Here](#)
- **Liberty Coca-Cola Beverages:** Specialist, System Maintenance and Ops [Apply Here](#)
- **River Spring Living:** Housekeeper [Apply Here](#)
- **Sanctuary for Families:** Maintenance Worker Temporary [Apply Here](#)

**Medicine and Health-related positions:**

- **NYC Dept. of Health and Mental Hygiene:** Provider Liaison, Bureau of Maternal Infant and Reproductive Health (NYC - All Boroughs) [Apply Here](#)
- **Neighborhood Coalition for Shelter:** Medical Director, Chance for Change [Apply Here](#)
- **Phipps Neighborhoods:** Nurse [Apply Here](#)
- **Urban Health Plan Community Health Center:** Breast Imaging Tracking Specialist - English/Spanish [Apply Here](#)
- **Urban Health Plan Community Health Center:** WIC Nutritionist Bachelor's Level - Spanish/English [Apply Here](#)
- **Urban Health Plan Community Health Center:** Health Home Case Manager Spanish/English [Apply Here](#)

**Operations positions:**

- **BronxWorks:** Assistant Program Director – HOT [Apply Here](#)
- **BronxWorks:** Program Assistant - Homebase [Apply Here](#)
- **Fund for Public Health NYC:** Data Equity Project Manager [Apply Here](#)
- **Fund for Public Health NYC:** Grant Manager, Post-Award [Apply Here](#)
- **Fund for Public Health NYC:** Special Projects Assistant [Apply Here](#)
- **Grow NYC:** Greenmarket Regional Manager [Apply Here](#)
- **Mosholu Preservation Corporation (MPC):** Program Manager **to Apply:** Submit your Resume and Cover letter to [MPCBronx@gmail.com](mailto:MPCBronx@gmail.com). Please submit all documents as PDFs and write “Program Manager” in the subject line.
- **Neighborhood Coalition for Shelter:** Director of Human Resources and Volunteer Services [Apply Here](#)
- **Neighborhood Coalition for Shelter:** Arts Coordinator/Employment Specialist, Louis Nine House [Apply Here](#)
- **New Settlement Apartments:** Data Manager – NSCC Administration [Apply Here](#)
- **Panera Bread:** Assistant Manager (10475, Baychester area) [Apply Here](#)
- **Phipps Neighborhoods:** PT Outreach Coordinator [Apply Here](#)
- **The HOPE Program:** Assistant Director of Transitional Employment [Apply Here](#)
- **The HOPE Program:** Director of Work Wellness and Alumni Support [Apply Here](#)
- **The HOPE Program:** HR Manager [Apply Here](#)
- **The HOPE Program:** Youth Build Program Coordinator [Apply Here](#)
- **The HOPE Program:** Youth Build Retention Associate [Apply Here](#)
- **WHEDco:** Vice President for Programs (50 East 168th Street) [Apply Here](#)

#### **Social Work-related positions:**

- **BronxWorks:** Case Manager [Apply Here](#)
- **BronxWorks:** Senior Outreach Worker [Apply Here](#)
- **Neighborhood Coalition for Shelter:** Social Worker/Substance Abuse Disorder Counselor [Apply Here](#)
- **Neighborhood Coalition for Shelter:** Peer Advocate [Apply Here](#)
- **Neighborhood Coalition for Shelter:** Case Aide, NCS Residence [Apply Here](#)
- **Neighborhood Coalition for Shelter:** Senior Case Manager, NCS Residence [Apply Here](#)
- **Neighborhood Coalition for Shelter:** Case Manager, Louis Nine House [Apply Here](#)
- **WHEDco:** Licensed Social Worker (1309 Louis Nine Blvd; 50 East 168th Street) [Apply Here](#)
- **WHEDco:** Home Visitor (1309 Louis Nine Blvd) [Apply Here](#)

#### **Technical and Specialized positions:**

- **BronxWorks:** Senior HR Generalist, Employee Relations and Recruitment [Apply Here](#)
- **Bronxworks:** Workforce Development Specialist [Apply Here](#)
- **Citarella Gourmet Market:** HRBusiness Partner (Hunts Point) [Apply Here](#)
- **CUNY:** IT Support Assistant (Lehman College) [Apply Here](#)
- **CUNY:** IT Academic Technology Specialist (HEOa) (Bronx Community College) [Apply Here](#)
- **DreamYard:** Tech Support Program Associate [Apply Here](#)
- **DreamYard:** Virtual @ Artist In Residence @ DreamYard Art Center [Apply Here](#)
- **Grow NYC:** Communications Lead [Apply Here](#)
- **Grow NYC:** Beginning Farmer Program Specialist – Farm Beginnings Lead [Apply Here](#)
- **Grow NYC:** Corporate Partnerships Lead [Apply Here](#)
- **Manhattan Beer Distributors:** Helpdesk Specialist [Apply Here](#)
- **NYC Dept. of Health and Mental Hygiene:** Associate General Counsel (421 East 26th Street NY NY) [Apply Here](#)
- **NYC Dept. of Health and Mental Hygiene:** Assistant General Counsel, Office of General Counsel (42-09 28th Street) [Apply Here](#)
- **NYC Dept. of Sanitation:** Stationary Engineer (52-35 58Th St., Woodside, NY) [Apply Here](#)
- **Phipps Neighborhoods:** Resident Services Specialist [Apply Here](#)
- **WHEDco:** Enrollment Specialist (1309 Louis Nine Blvd) [Apply Here](#)

**Transportation and Auto-related positions:**

- **Advance Auto Parts:** Store Driver (Bruckner Boulevard) [Apply Here](#)
- **Manhattan Beer Distributors:** Route Settlement Clerk (Floater) [Apply Here](#)

**Other:**

**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”, 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 JOB TRAINING PROGRAMS

### **BCC Workforce Development and Continuing Education Low Cost Trainings**

- **OSHA 30 Hour Construction Outreach Training (ACE 5005):** Learn all the safety rules and regulations governing modern residential and commercial buildings. Full attendance (30 classroom hours) is required to be eligible to earn the 30-hour OSHA Certification.
  - 30 Hours: Tuition \$179
- **Plumbing—Basics for the Home or Apartment Owner (ACE 5053):** This introductory course is to help you learn basic plumbing maintenance tasks and handle common problems, such as leaky faucets and clogged drains. Students may practice soldering copper pipes or installing new faucets and toilets to improve the look and functionality of bathrooms and kitchens.
  - 20 Hours: Tuition \$120
- **Food Handling and Safety Training (ACE 4004):** This training can lead to the NYC Health and Mental Hygiene Food Protection Certification. This certification is valuable for those who want to work in the food/restaurant industry, social service, and early childhood fields as well.
  - 10 Hours: Non-Refundable Registration Fee \$20
- **Customer Service Skills for Business:** Good customer service isn't a gimmick, it's an attitude. Are you looking to improve your customer service skills, or are you an employer tired of the constant complaints and losing customers due to bad service? Are you looking for a job in the service industry and looking for a way to improve your interview skills? This course will teach you how to be goal-oriented, work within a team and take ownership and responsibility, as well as proper body language, tone and temper to be successful in the business community.
  - 6 Hours: Tuition \$109
- **Child Development Associate (ACE 3000):** This course is designed for individuals who are eager to work with young children in early childhood settings. The BCC Dept. of Education and Academic Literacy's Career Path Teaching Assistant Program in partnership with the Office of Workforce Development and Continuing Education offers the Child Development Associate Credential (CDA). The CDA credential is the most widely recognized credential in early childhood education. It sets forth a core of competency standards, which guides early professionals as they work toward becoming qualified teachers of young children. Participants are required to create a portfolio highlighting their 120 hours of coursework. Students that successfully complete the program may be eligible to earn credits towards the BCC degree in Early Childhood Education.
  - \*Requires a High School Diploma or High School Equivalency (HSE)
  - 120 Hours of coursework in early childhood education + 480 observation hours in early childhood setting: Registration Fee \$150

To learn about dates for these trainings and get more information, call **718.289.5170** or visit [www.bcc.cuny.edu/workforce-development](http://www.bcc.cuny.edu/workforce-development)

## **The HOPE Program & Sustainable South Bronx**

Building sustainable futures through comprehensive training, jobs, advancement and lifelong career support.

- **HOPEworks (class starting 9/5/22, 9/19/22, 10/10/22):** is a seven-week program that helps participants succeed in the job market and navigate careers in various fields through cover letter and resume writing, computer skills, interview prep, basic math and English literacy, and workplace soft skills such as public speaking and conflict resolution.
- **Sustainable South Bronx (class starting 10/3/22):** is a fourteen-week program that prepares jobseekers for careers in the green infrastructure and maintenance field through classroom-based learning, industry-recognized certifications, hands-on community greening projects, and job application skills.
- **NYC °CoolRoofs (class starting 8/1/22):** CoolRoofs is a ten-week transitional employment program that pays participants to coat rooftops in a reflective material that reduces their energy output. Participants gain hands-on experience while making New York City more sustainable.
- **YouthBuild (class starting 10/31/22):** is a five-month international program model for jobseekers age 18-24 that provides essential skills training, High School Equivalency prep, and paid hands-on training in construction and other fields.
- **Intervine (class starting 8/15/22):** is a ten-week transitional employment program that pays participants to engage in hands-on learning through green infrastructure projects across the city while learning critical job skills.
- **HVAC (class starting 8/8/22):** is an eleven-week program preparing jobseekers for careers in high efficiency heating, ventilation, and air conditioning, with a focus on heat pumps and energy efficient technology.

Attend a virtual information session, held every **Tuesday & Thursday at 1 PM** at [bit.ly/HOPE\\_info](https://bit.ly/HOPE_info)

**Dial-In Option:** Call 646-558-8656

**Meeting ID:** 718-838-9842 **Password:** 0

## **The Knowledge House 2022 Fellowship**

The Knowledge House helps young people access digital skills training, postsecondary education, and career opportunities through our innovative programs. The fellowship serves ages 18-35 from diverse backgrounds, some with little-to-no formal post-secondary education or tech experience, and transforms them into entry-level programmers.

- **The Karim Kharbouch Coding Fellowship (Eligibility: Ages 16-24):** is a 12-month fellowship program, Fellows will complete 80 hours of summer curriculum to prepare them for college, the future of Work, and STEM careers, while participating in monthly career workshops throughout the academic year and has now available in our expansion site.
- **The Innovation Fellowship (Eligibility: ages 18and up):** is designed to promote technology-based career opportunities for New York, Los Angeles, Newark, and Atlanta residents in the areas of web development, data science, and design.

**For more information and to apply, visit: [www.theknowledgehouse.org/apply](http://www.theknowledgehouse.org/apply)**

### **PAID INTERNSHIP CULINARY ARTS**

**Mosholu Montefiore Community Center (MMCC) is currently recruiting youths for their culinary paid internship.**

- Must be 16-24 years old
- \$15/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)
- Virtual classroom setting

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

Orientation held each Friday at 11am via Zoom <https://bit.ly/3esTaiT>

Meeting ID: 931 0721 4844

Passcode: w1TpaE

### **JOB CORPS Training Program**

Job Corps is the nation's largest and most successful residential, educational, and vocational training program. The program has helped prepare more than three (3) million young people for careers.

Job Corps does not charge its students tuition. The program is 100% funded by the United States government and the American taxpayers. However, to be accepted into the program Job Corps applicants must demonstrate that they are committed to their education. Thus, must also agree to abide the program's strict Zero Tolerance Policy for drugs, alcohol, and violence.

#### **Opportunities Offered:**

EDUCATIONAL OPPORTUNITIES

CAREER TECHNICAL TRAININGS

DRIVER'S EDUCATION  
WORK-BASED LEARNING/INTERNSHIPS  
CAREER COUNSELING  
MENTORING & TUTORING  
EXTENDED DAY & EVENING PROGRAMS  
RECREATIONAL ACTIVITIES  
RESIDENTIAL LIVING  
CLOTHING STIPEND  
BASIC MEDICAL & DENTAL CARE  
ADVANCED LEADERSHIP TRAINING  
FREE MEALS SPENDING ALLOWANCE  
ADVANCED COLLEGE/CAREER TRAINING

**Areas of Training include:**

- Office Administration
- Computer Technology
- Security
- Culinary
- HBI/Construction
- CMA

**SUNY For All - Free Online Training Center**

Contact: Holly Liapis; Holly.Liapis@suny.edu; 518-320-1311  
<http://www.bronxeoc.org/about.html>

**ACADEMIC PROGRAMS:**

- High School Equivalency (HSE)
- College Preparation (CP)
- Vocational Academic Preparation Lab (VAPL)

**VOCATIONAL PROGRAMS:**

- Emergency Medical Technician (EMT)
- Security Guard Registration (SRT)
- Certified Nursing Assistant (CNA)
- Direct Support Professional (DSP)
- Master Barber (MB)
- Medical Assistant (MA)
- Microsoft Office Specialist (MOS)



## **Select Employer Descriptions**

### **BronxWorks Social Services Organization**

BronxWorks helps individuals and families improve their economic and social well-being. From toddlers to seniors, we feed, shelter, teach and, support our neighbors to build a stronger community. In all aspects of our work, BronxWorks strives for the highest ethical and performance standards and is guided by the belief that people are to be treated with dignity and respect regardless of their present situation or past experiences.

### **City University of New York City Government**

CUNY is known for its commitment to providing first-rate academic opportunities for students of all backgrounds to achieve personal and professional success. An exceptional faculty of prominent experts, dedicated teachers, and researchers provides opportunities for post-secondary learning at every level and field of interest.

### **DreamYard**

DreamYard started as an idea sparked by a group of young people who wrote a play about a place where children could go to dream. DreamYard has invested deeply in the Borough, developing an arts learning pathway for young people in preK-12th grade called the Bronx Arts Learning Community, a one-of-a-kind network of 45 partnering public schools developed in collaboration with the New York City Department of Education and the Ford Foundation. In 2006 we opened the DreamYard Preparatory High School and in 2009, in collaboration with BronxPro Real Estate (a unique, mission-driven affordable housing developer), developed a multi-arts and digitally integrated Community Art Center that serves over 300 students weekly. Our mission is to collaborate with Bronx youth, families and schools to build pathways to equity and opportunity through the arts.

### **Grow NYC Environmental and Food Justice Organization**

GrowNYC is a 50-year-old environmental nonprofit organization - helping more than 3 million New Yorkers by providing essential services and taking action to make NYC a livable city, one where every person can enjoy a healthier, more sustainable life. In particular, our network of Greenmarkets, Farmstands, Fresh Food Box sites, and GrowNYC Wholesale ensures that all New Yorkers have access to the freshest, healthiest local food. Our mission is to improve New York City's quality of life through environmental programs that transform communities block by block and empower all New Yorkers to secure a clean and healthy environment for future generations.

## **Fund for Public Health NYC Health Nonprofit**

The Fund for Public Health in New York City (FPHNYC) was created in 2002 as an independent nonprofit organization. We work closely with the NYC Department of Health and Mental Hygiene to pilot, implement, and expand innovative public health programs, many of which are taken to scale city-wide for lasting impact on individual and community health. Our mission is to incubate innovative public health initiatives that lead to improved health for all New Yorkers.

## **Neighborhood Coalition for Shelter Supportive Housing Organization**

NCS serves New Yorkers who are struggling with homelessness, often compounded by mental illness or substance use. Established in 1982 by faith and community leaders on Manhattan's Upper East Side, NCS was founded on the premise that homelessness is the responsibility of the entire community. Today, NCS offers an array of housing and comprehensive services, including counseling, substance abuse treatment, vocational and educational programs, and employment support. NCS also provides education to the community to enhance public awareness and understanding and participates in coalitions working with government agencies and policymakers to address homelessness. With its partners in the community, NCS's dedicated board, staff and volunteers powerfully demonstrate what neighbors can do to reduce, prevent and ultimately end homelessness.

## **New Settlement Apartments Housing and Community Organization**

New Settlement Apartments is a not-for-profit housing & community service organization, located in the southwest Bronx, with a 30-year track record of active commitment to neighborhood revitalization and community development including working toward excellence in community public schools. An integral part of the progressive housing philosophy embraced by New Settlement is that "housing is not just bricks and mortar." Our mission is not only to rebuild and maintain a sizeable portion of the housing stock in this neighborhood, but also to support the rebuilding of its social capital. New Settlement currently provides year-round educational, cultural and recreational programs and social services to 13,500 youth and adults who lives in the surrounding area.

## **NYC Department of Health and Mental Hygiene City Government**

The Center for Health Equity & Community Wellness uses a racial and social justice approach to improve health outcomes for neglected NYC communities. Our mission is to reduce premature death from the leading preventable causes. Our vision is for every New Yorker to live in a thriving neighborhood with fair access to resources that support a healthy community.

## **The NYC Department of Sanitation City Government**

The NYC Department of Sanitation (DSNY) is the world's largest sanitation department. DSNY collects more than 10,500 tons of residential and institutional garbage and 1,760 tons of the recyclables – each day. While efficiently managing solid waste and clearing litter or snow from 6,300 miles of streets, the Department is also a leader in environmentalism — committing to sending zero waste to landfills. NYC Sanitation has a simple mission of enormous importance: keep New York City healthy, safe and clean. The 2016 Strategic Plan and its 2017 Progress Report outlines calculated steps to meet its mission for New Yorkers today – while positioning the agency for the City's future needs.

## **Phipps Neighborhoods Social Service Organization**

Phipps Neighborhoods helps children, youth, and families in low- income communities rise above poverty. We work in South Bronx neighborhoods where we can address the greatest barriers to lasting success through education and career programs, and access to community resources. We are dedicated to our neighborhoods for the long term, supporting individuals and families as they establish self-sufficiency. Our services create opportunities for people to thrive in every aspect of their lives.

## **The HOPE Program**

Our comprehensive approach combines training, adult basic education, industry certifications, work wellness services, internships and job placement with long-term support. As a result, our job retention rates are among the highest in the field. Our graduates' success drives strong results for employers, supporters and our community.

## **The Women's Housing and Economic Development Corporation (WHEDco) Community Development Organization**

The Women's Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of.

## **Urban Health Plan Community Health Center**

Urban Health Plan, Inc., (UHP) is a federally qualified community health center. UHP provides comprehensive and affordable primary and specialty health care services to the Hunts Point, Mott Haven and Morrisania sections of the Bronx, Central Harlem and Corona, Queens. UHP began in 1974 as an evolution of a group practice with the mission of providing basic and specialty medical care, comparable to those found in local hospital outpatient clinics, to the community's predominantly Hispanic and poor residents.