



Position: Administrative and Testing Associate
Reports to: Program Coordinator
Program: Turning Point Brooklyn Education Center – Opportunity Youth Program (OY)

ABOUT TURNING POINT:

Turning Point (TPBK) serves as a stepping stone for at potential residents of Brooklyn who have decided to seek ways to improve their everyday lives. Our Education Center opens the door to a better life through high school equivalency testing, college preparation and job readiness. Turning Point Brooklyn’s Education Center offers Adult Basic Education (ABE) classes, High School Equivalency (HSE) classes, and English for Speakers of Other Languages (ESOL) classes, at almost all skill levels. The Education center is also an official HSE test site.

Responsibilities:

- Oversee operations, coverage, reporting and database compliance for the Education Center in conjunction with the Program Coordinator.
- Manage HSE Testing Contract (spending, vouchering, ensuring that TP TASC Testing Staff members work in accordance to said contract)
- HSE Testing Coordinator, schedules and administers exams throughout the contract year including special accommodations testing.
- Completes intakes, assessment and individual service plan at enrollment for students. Enters new intakes into various contract databases.
- Organize and facilitate relevant Career and Job Readiness workshops, panels and fairs such as Career Panels, Job Fairs, Graduation, etc.
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- Ensure internship positions are clearly described in job description format and are posted when a position becomes available.
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- Document all work and keep case notes on all participants as required. Track daily attendance and rates of participation. Database compliance.
- Keep abreast of changes regarding college application processes, financial aid applications and requirements.
- Oversee front desk, administration work and phone system for the Education Center.
- Perform other duties as assigned.

Qualifications:

- Bachelor’s degree; Experience and demonstrated skill in working with youth required. Excellent organizational, written, and communication skills.
- Must have a commitment to work from a strength-based and/or youth development perspective.
- Willingness to collaborate, creative and work as an integral part of a team.
- Bilingual a plus (Mandarin, Spanish, Arabic)
- 2 Evening hours per week



Contact:

Email Resume and Cover Letter to:

Anthony Rowe, Turning Point Program Coordinator

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