



Hour Children is seeking an Assistant to the Coordinator of Hour Working Women Re-Entry Program, an employment-training program for women who are rebuilding their lives after incarceration.

Hour Children, located in Long Island City, NY, provides women with housing and a wide array of supportive services delivered with love and compassion so that each woman can rebuild her life. Our employment-training program is crucial to their lives because their goal is to work towards building a career, rather than just a job. The tagline for the organization is “Love Makes the Difference” and we believe that is the key to the success of our programs.

The Assistant to the Coordinator will be responsible for visioning, developing and implementing all aspects of a robust employment training program.

**Requirements:**

- \* comfortable leading group activities
- \* computer literate
- \* a self-starter
- \* a team-player.
- \* excellent communication skills (written and oral)
- \* a sensitive approach to working with our population.
- \* ability to network with potential employers for both internships and jobs.

Hour Working Women Program is approved by HRA, which allows our students to attend career-training workshops instead of sweeping the streets.

Minimum education: Associates Degree  
Spanish speaking is a plus.

Compensation is competitive and includes full benefits.

Please send resumes to: Johanna Flores at [jflores@hourchildren.org](mailto:jflores@hourchildren.org)