

OLIVIA ARIAS

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EXPERIENCE

NADAP, New York, NY

Senior Director of Comprehensive Employment Services
Program Director of CareerCompass
Assistant Director of CareerCompass

January 2022-Present
June 2018-January 2022
December 2016-June 2018

- Develops, directs, and evaluates NADAP's Comprehensive Employment Services. Oversees 8 employment programs with over 30 staff in multiple locations in New York City and Nassau County.
- Works in collaboration with funding sources such as HRA, OASAS, ACCES-VR, OTDA, Nassau DSS and partners to meet programs objectives and service various populations including young adults, court involved, homeless, and those in recovery from addiction.
- Doubled billable milestone revenue for 2 contracts (AVR and OTDA) as a direct result of updates outreach efforts and internal policies for follow up and client engagement.
- Hires, supervises, develops, and manages staff to ensure NADAP's employment programs to ensure that all departments are running effectively to meet funder standards and goals.
- Assist in the preparation and presentation of statistical and informational reports to program funder, partner organizations, and executive level management.
- Design, and update program standards and procedures related to intake, orientation, workshop facilitation, service coordination, assessment, job placement and retention.
- Determine policies and define scope of services to be rendered within program, in collaboration with upper management.
- Worked collaboratively with staff to identify, design, and implement new initiatives.
- Develops and maintains collaborative working relationships with the Human Resources Administration (HRA), other Career Pathways vendors including Alternative Engagement programs, and Education Services to provide a smooth transition for clients upon referral to external programs.
- Researches and initiates individual, corporate, and government funding opportunities for NADAP.
- Performs quality assurance reviews on all data collection to ensure maximization of operational efficiency.

FEDCAP, New York, NY

Deputy Director of Employment Services & Education
Associate Director of Career Services & Education
Senior Account Manager
Account Manager

September 2016-December 2016
January 2015-September 2016
March 2014-January 2015
January 2013-March 2014

- Oversaw Employment Services for the northern region, directly supervised over 20 staff working across three workforce development programs responsible for connecting homeless and court involved individuals to employment
- Responsible for recruiting, screening, interviewing, and training all new Employment Services staff working across three divisions within FEDCAP including the Back to Work Program (B2W), Employment Works (EW) and Living in the Community Program (LINC)
- Responsible for training staff and providing professional development opportunities, facilitated staff trainings on conducting effective outreach, classroom management, and engaging facilitation to best assist participants with overcoming barriers to maintaining stable employment and achieving higher education goals
- Responsible for tracking and analyzing data to assess and improve program engagement and outcomes; frequently utilized excel, web-based systems and databases to track data accurately
- Responsible for creating and delivering presentations for community partners, program funders and executive level management
- Developed new strategies for successfully reaching contractual goals, focused particularly on ways to improve job placement numbers for program participants with barriers like homelessness, substance abuse, domestic violence, court involvement and/or mental health challenges
- Worked extensively with senior level management team to submit proposals and grant requests for additional contracts and funding.

EDUCATION

Fordham University, New York, NY
Masters of Adolescent Education GPA: 3.7
Degree in Progress

May 2012- January 2013

CUNY Brooklyn College, Brooklyn, NY

August 2008 – May 2012

Bachelor of Arts- English Education grades 7-12 GPA: 3.868

Awards: Dean's List; Honors Graduate; Undergraduate Senior Thesis Submission

Teach for America, New York, NY

2012 Corps Member/8th Grade English Teach at Mott Hall IV Middle School

- Selected from approximately 48,000 applicants nationwide to join national teacher corps of professionals dedicated to teaching in underdeveloped areas.
- Completed intensive summer training program to develop the skills and knowledge needed to achieve significant gains in student achievement. Simultaneously taught in summer school program for students in New York public and charter schools under the supervision of a faculty of experienced teachers and mentors.
- Responsible for English instruction for all eighth-grade students at Mott Hall IV Middle School including special education instruction, established long-term unit plans and collaborated with teachers in other subjects to promote student progress.
- Assigned as the 8th Grade Instructional Lead by the Principal; led fellow teachers in professional development activities, including seminars, discussion groups, workshops, readings, and 'learning teams' specifically focused on developing literacy skills in general education, special education and ESL students.
- Responsible for creating dynamic lesson plans and delivering engaging lessons that would drive student achievement and increase literacy.