Grace Today: Planning for the Future

Since its founding in 1897, Grace Institute has delivered forward-looking training for women seeking to enter the workforce and improve their career prospects.

Continuing in this proud tradition, over the past year Grace Institute collaborated closely with key employer and community partners to better understand and adapt to the demands of today’s employers and workplace cultures.

We also engage alumnae and current participants for their insights into what changes in our program would help improve their workplace readiness and provide opportunities for long-term career success.

A few common themes emerged from the conversations: the need for participants to acquire more practical experience while in the program and on the job, and to enter the job market faster and with more experiential, hands-on training. Additionally, employers want to improve job retention and make sure new employees are successful in their jobs.

With the active participation of our partners, Grace Institute took immediate action on this feedback, resulting in some exciting program transformations:
• **12-week Administrative Professionals Program.** Participants now graduate ready to enter the job market in just three months – compared to the previous six

• **Enhanced Administrative Professionals curriculum.** Incorporates experiential learning on topics such as critical thinking, problem solving, business ethics and more

• **Internships and Returnships.** These real-life experiences were added for all participants, allowing for direct application of lessons and on-the-job learning

• **Stipends.** Through the generosity of New York Community Trust and the Pinkerton Foundation, stipends are offered to support participation in internships

• **In-program coaching.** Covers relevant real-life topics like ‘managing up’ and personal financial planning and management

In addition to providing skills building, Grace Institute has always helped support women to stay in and complete the program. Our participants often face multiple obstacles to employment: 30% are currently or have experienced domestic violence, 40% are single mothers, and 40% are precariously housed.

These core challenges to safety, health and daily routine could damage a participant’s ability to become and remain employed. Armed with the appropriate life skills, however, it is possible to manage these stressors and achieve consistent workplace focus and clarity. We work with community partners like the NYC Commission on Human Rights, Urban Justice League, and Community Services Society to offer workshops that help participants cope with domestic violence, sexual harassment and financial security.

Thanks to the active partnership of the employers and other organizations that worked with us to achieve these transformations, Grace Institute participants are moving forward in 2019 with greater purpose and ability than ever. We are deeply grateful to these partners for their essential contributions.
Participant Story: Sylvie LeFloch

When I came across the opportunity to participate in a ‘return to work’ Administrative Professional Program at Grace Institute that included computer training, I decided to attend the open house. Impressed, I came back for an assessment and interview. I passed and enrolled in the program.

Struggle to define myself

In one of the first classes at Grace Institute, the instructor asked us to share a fact about ourselves other than being a mother. I was at a loss for words, and I usually always have something to say! I will always remember how I struggled to define myself outside of being a mom.

A turning point

A pivotal moment during the program was when professionals from American Securities came to Grace for a volunteer day. They advised us to focus on the parts of an interview and job that you can control and stressed the importance of building trust to demonstrate that you are reliable and hardworking.

The positive encouragement I received that day was a turning point: I started believing in myself and seeing possibilities I had not yet recognized. I returned to class confident and energized. A week later, one of my classmates said she noticed my newfound confidence. I was surprised - I had been unaware of how I was projecting my lack of confidence until that point.
When the job opportunity came up at Grace Institute to provide maternity cover for an Admissions and Recruitment coordinator, one of my classmates suggested I would be a good fit for the position. After two interviews, I was offered the job!

During my time working at Grace, I was responsible for conducting the open house presentations and interviews, participating in community events and job fairs, and networking with other job force development offices. Nothing was more satisfying than seeing the ladies come through the open houses and ultimately enroll in the program.

After my temporary position at Grace Institute came to an end, I continued to work with the Employment Services team to find a new job. I went on several interviews and was hired for full-time contract Administrative position onsite at investment bank Goldman Sachs!

**The new me**

I call the new me “Sylvie 2018” and I am confident, bright, caring, a quick learner, a team player and capable of contributing to my community.

My time at Grace Institute not only changed me but my family as well. Now, I am more content and starting to have a life of my own, which has a positive influence on my children and friends. I always had the confidence and the courage - I just needed to find it within myself, and Grace helped me do that. I will always be a caring mother and caregiver but there is so much more to me. I’m grateful for the opportunity Grace Institute presented to me, reawakening my desire to continuously learn, to help others, and to be a better me. It has been a remarkable year of growth and discovery.
2018 Grace Institute Demographics

Grace Institute empowers unemployed and underemployed women in the New York City area to achieve employment and economic self-sufficiency. In 2018, we served a total of 318 women.

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<th>Age</th>
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<tr>
<td>18-24</td>
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<td>25-44</td>
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<td>45-64</td>
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<tr>
<th>Borough</th>
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<tr>
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<td>Brooklyn</td>
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<td>Manhattan</td>
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<td>Staten Island</td>
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<tr>
<td>Other</td>
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<tr>
<td>Total</td>
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Patient Service Representatives August 2018
2018 Budget Breakdown

In 2018, 80% of Grace Institute’s $2.7M budget was used directly for program expenses.

![Budget Breakdown Pie Chart]

2018 Grace Institute Donors

We are most grateful to our 2018 donors. Each contribution helps move women towards employment and financial sustainability. Thank you to our donors for investing in Grace Institute and the women who commit to our program.

Corporate & Foundation Donors

$100,000+
- American Securities
- Robin Hood Foundation
- Santa Maria Foundation
- The Pinkerton Foundation

$50,000+
- The Achelis & Bodman Foundation
- The Ira W. DeCamp Foundation
- New York Community Trust
- Stavros Niarchos Foundation
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2018 Breakfast with Grace
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William and Wendy Hilburn
Diane Hirschberg
Jan Inscho
Rita Jakubowski

2018 Breakfast with Grace
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Mia Jung and Scott Lawin
Desiree Kaufman
Benjamin Klauder
Laureen Knutsen
Richard and Nedra Koplin
John and Mary LaMattina
Victoria Larson
David W. Laughlin
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Mairaed McCarthy
Mark McMahon
Ginger Melien
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Elizabeth Munson and
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Nina Ramondelli
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Stephanie Ruiz
Bevin Savage-Yamazaki
Mark Shelnitz
Jared Smith
Michelle Smith
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Michael Wandera
Theodore P. Weisberg

In-Kind Support
These individuals and companies donated goods and services

BQ Sports Inc.
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Clifford and Charlene Gadaowski-Goss
Community Service Society
Goldman Sachs Social Impact Advisory Program
M. Hatton
Kate Spade New York
Jennifer Makower
Laura McWhirt
PennPac
Tahari ASL
Anne Tanaka
W by Worth
Hugh Yanuaria
**Enroll in Grace Institute**

Grace Institute serves a diverse range of women, ages 18 to 64, through two different workplace training models:

- **Administrative Professionals Program**: Three-month day program focused on the hard and soft skills needed to be a successful administrator in any industry.

- **Patient Service Representative Program**: Two-month evening program focused on the growing health care sector.

After completing our program, graduates find employment in upwardly-mobile administrative and customer support positions in the healthcare, banking, insurance, and tourism industries. Grace Institute provides continuous professional development and networking workshops, events, and opportunities during the program and after graduation on an ongoing basis. We have an active alumnae network that continues to support our women throughout their professional journey.

If you have questions or would like more information, contact our Participant Engagement team at 212.832.7605 ext. 1650 or admissions@graceinstitute.org or visit our website: https://graceinstitute.org/enroll/

**Hire Grace Institute Graduates or Host an Intern**

Grace Institute can help you find the right candidate for your hiring needs. Our participants have previous administrative experience and have been enrolled in Office Technology and Administrative Professional classes to prepare them and help them succeed.

Our Employment Services team would be delighted to help you find the candidates your firm is looking for, at no cost. To begin interviewing qualified Grace Institute candidates, contact Senior Director of Employment Services Yvette Mason at (212) 832-7605 ext. 1618 or ymason@graceinstitute.org

**Support Grace Institute**

Grace Institute could not serve our participants and support alumnae without our generous donors. Grace Institute is a 501(c)(3) non-profit organization and contributions are tax-deductible to the fullest extent of the law. To make a gift, please visit our website: www.graceinstitute.org or mail to:

Grace Institute  
40 Rector Street, 14th Floor  
New York, NY 10006

To make a gift over the phone, donate stock, or to learn more about making a planned gift to Grace Institute, please contact Director of Development, Christina Ramelli at cramelli@graceinstitute.org or 212-832-7605, ext. 1621.
Participants at Orientation

Morgan Stanley Volunteers

10 Days 10 Women at OppenheimerFunds

Dress With Grace Event

Administrative Professionals August 2018