
Job Title	Employer-Driven Bridge Hospitality Program Coordinator
PVN ID	BM-2002-003549
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	MEOC
Status	Part Time
Hourly Rate	\$25.00-\$30.00
Hour(s) a Week	19.00
Closing Date	Nov 23, 2020 (Or Until Filled)

General Description

Through a unique partnership with Upper Manhattan Empowerment Zone and the Real Hospitality Group, the Employer-Driven Bridge Hospitality Program (EDBHP) will provide training to Upper Manhattan residents who demonstrate an interest in a career in Hospitality.

This Employer-Bridge Hospitality Program position is located at the Manhattan Educational Opportunity Center, at 163 West 125th Street, New York, NY. This is a grant funded position with support from the Upper Manhattan Empowerment Zone and is scheduled to last approximately 9 months. Continued employment in this position is contingent upon ongoing funding. This position provides coordination, support, and facilitation in the Employer-Bridge Hospitality Program including, but not limited to the duties listed below.

The EDBHP Coordinator will support efforts to engage, enroll and train eligible participants in the MEOC Hospitality Program. The Coordinator will work with the Community Partner Organization's (CPO) to accept referrals and ensure a smooth transition in MEOC programming, provide constant updates on students' performance; facilitate workshops on food protection certification and support student in interviewing for positions in the Hospitality.

Job Responsibilities:

The EDBHP Coordinator will:

- Serve as the Liaison between the MEOC and the CPOs referring program candidates
- Review application packets from CPOs for completeness and accuracy
- Track the student's program placement and progress with in the program (i.e., attendance, grades, etc.)
- Coordinate the TABE testing for referred candidates without TABE scores
- Participate in Orientation and Registration for each cohort
- Report the student progress to CPOs
- Facilitate the Food Protection Certification workshops
- Distribute weekly MetroCards to participants

Other Duties

Qualifications

The ideal candidate will:

- Have a minimum of an Associate's Degree in Education, Hospitality, or a related field;
- Have at least two years of experience in case management
- Experience engaging diverse stakeholders and service providers to coordinate services.
- Strong organizational skills and ability to manage multifaceted, complex administrative processes
- Basic proficiency in Microsoft® Office suite
- Have NYC Food Protection Certification