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<b>Job Title</b>	Program Coordinator
<b>PVN ID</b>	BM-2207-004918
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BOROUGH OF MANHATTAN C. C.
<b>Department</b>	Continuing Education
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$58,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 22, 2024 (Or Until Filled)

## General Description

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The Borough of Manhattan Community College Center for Continuing Education and Workforce Development (BMCC) is seeking a creative and capable manager for its grant funded Integrated English Language and Civics Education (IELCE) program. IELCE is an innovative program that combines English language acquisition with high demand workforce productivity software training. Students are concurrently enrolled in technology training and ESOL classes that directly support the language demands of that training. The IELCE Coordinator must have demonstrated knowledge and understanding of office technology as well as a record of effective contextualized instruction in the ESOL classroom. Experience adapting and implementing I-BEST-model programs would be particularly relevant as would project-based learning models for English Language Learners. The IELCE Coordinator will be responsible for managing all aspects of the program within BMCC's Center for Adult Education and Workforce Development, reporting to the Director of Adult Basic Education Programs. The IELCE Coordinator will be responsible for directing IELCE staff through the educational sequence of the program—from initial recruitment and assessment to placement in the multi-leveled IELCE program where students acquire marketable computer skills and high-demand, industry-recognized certifications leading to employment.

As part of the City University of New York (CUNY), the BMCC Adult Basic Education Program successfully serves the pressing language and literacy needs of the city's academically underprepared and underserved adult learners in a seamless transition to post-secondary education and enhanced employment opportunities. High School Equivalency preparation and ESOL classes foster a positive climate of socially engaged collaborative learning in a college-going culture supported by comprehensive academic advisement and case management. Rigorous curriculum, implemented by experienced and professional staff, is teacher-developed, content-driven, and theme-based. Although a relatively small program, BMCC amplifies its effects with connections to a variety of community agencies and partners throughout lower Manhattan.

Please submit a cover letter detailing your related experience along with your resume.

## Other Duties

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- Work collaboratively with Training Partners, Continuing Education colleagues, and College staff to ensure participant success.
  - Outreach and recruitment of students.
  - Maintain database of participant progress and program activities.
  - Monitor attendance to support learner persistence.
  - Facilitate cross training of ESOL and Technical instructors.
  - Conduct orientation meetings with applicants.
  - Administer Best Plus Assessment.
  - Conduct orientation meetings with participants and help develop next step plans for participants.
  - Design marketing materials for presentations and outreach events.
  - Coordinate College and Career Pathway events.
  - Build positive relationships and referrals with NYC Adult Education providers.
  - Participate in professional development activities including NYSED RAEN training.
  - Ensure confidentiality of participant records.
  - Other responsibilities as required for success of the program participants.

## Qualifications

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### Competencies

- Knowledge of basic computer software including Excel.
- Familiarity with contextualized and project-based ESOL curricula.
- Commitment to the educational advancement of low-income individuals.
- Ability to work in a fast paced environment with flexibility.
- Excellent organizational skills with the ability to manage multiple projects at once and handle complex situations.
- Proficient with social media.
- Strong communication skills; ability to listen and respond to the concerns/ideas of others.
- Ability to prepare written reports.

### Qualifications

- Bachelor's degree and two years related experience required, or Master's degree with one year related experience.
- Ability to work flexible hours as needed for recruitment and orientation.
- Some evening hours required.