Job Title	Sr. Program Manager â€" CUNYâ€™s Cannabis Workforce and Business
PVN ID	BM-2208-005004
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.

Department	Center for Continuing Education
Status	Full Time
Annual Salary	$65,000.00 - $75,000.00
Hour(s) a Week	35
Closing Date	Mar 27, 2023 (Or Until Filled)

General Description

Adult Continuing Education is seeking a Sr. Program Manager to support students in the Cannabis Workforce and Business Development Training Program at BMCC. The program will focus on developing the early guide rails for this growing workforce sector in New York City as well as designing foundation workforce training curricula responsive to the regional industry specific needs while ensuring that workforce training curricula is founded upon solid adult learner pedagogical frameworks.

Reporting to the Director of Programs and Special Projects, the Sr. Program Manager will provide overall direction and coordination of the CWBDT program. He/she will be responsible for providing support with the preparation, planning, launching, supervision, and scaling in all areas of the program starting with recruitment, coordination, and implementation of the CWBDT program. The Sr. Program Manager will be responsible for supporting the daily operation of the grant, providing monthly updates regarding the implementation of activities, student tracking, budget, and progress towards goals.

Other Duties

- Ensures effective delivery of instruction for all Cannabis related training modules
- Assess program curriculum and make modification when necessary
- Responsible for managing the day-to-day operations of the CUNY's Cannabis Workforce and Business Development Training Program
- Prepare and distribute progress reports, transcripts and program certificates to all students completing the training program

- Plan and set project goals and milestones to comply with requirements set forth by grantors, investors, or college officials.

- Create program calendars for the relevant programs
- Develops and maintains ongoing collaborative relationships with CBP partners in order to facilitate their roles.
- Engages in problem solving and adopts a continuous improvement approach to ensuring the quality service delivery.
  Take the lead in project planning and oversee program implementation and budget expenditures to ensure effective use of resources against planned activities and expected outputs.
- Collaborate with college staff and finance department in preparing sub-agreements and/or MOUs with project partners. Serves as a resource to the project's Advisory Board.
- Hires and supervise instructors, data collection/retention specialist, Case Manager(s) and other personnel in tracking participant's progress and attrition.
- Ensure adequate project monitoring and evaluation systems are in place to collect information and consolidate data to demonstrate impact and inform ongoing program design.
- Compile and prepare quality monthly and periodic project progress reports, as well as the final report, and feed in other information as required.
- Coordinates the development of policies, procedures and standards and make recommendations to advisory board.
- Develop and lead training and other capacity building efforts to develop knowledge and skills around case management, core concepts, referral mechanisms and community-outreach and mobilization for local partners.
- Support staff to implement, follow up and monitor plans for all training and capacity building efforts. Provide ongoing guidance to staff and partner agencies to ensure programming meets best practice standards and guidance around CUNY's Cannabis Workforce and Business Development Training Program.
- Participate in regular meetings, ensures that project activities are in line with the RFCUNY and DOL regulations and policies, in all activities.

Qualifications

- Bachelor's Degree required, Master's Degree preferred or equivalent in education and experience, plus three years of related experience, preferably in higher education administration or in the professional learning and development arena.
- The ideal candidate will have proven leadership, strategic thinking skills, experience of program development from concept to delivery; excellent communication, interpersonal and collaborative skills, and will display exemplary team leadership, mentorship, and professionalism.
- Experience with student, funder, staff, and employer engagement.
- Experience with developing and implementing marketing and marketing collateral.
- Demonstrated ability to meet deadlines and to prioritize multiple tasks appropriately.
- Experience developing programmatic budgets.
- Ability to think strategically, problem-solve, advocate for students, and support organizational goals.
- Schedule flexibility: able to work in-person 2-3 days a week and work remotely the remainder of the schedule. Occasionally support evening and weekend program events.

Preferred Qualifications

- Bachelor's Degree in a related field with at least seven (7) years' experience in Workforce Development.
- Knowledge and experience of the CUNY system and/or NYC government agencies.
- Familiarity with Program Development, curricula, CBOs, economic development agencies and legal services.
- Familiarity with the Cannabis Industry

Position is grant funded until 2025.

Mandatory Vaccine Mandate: As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.