



Job Title	Project Coordinator
PVN ID	BM-2308-005772
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Center for Continuing Education
Status	Full Time
Annual Salary	\$45,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Jan 23, 2024 (Or Until Filled)

General Description

- BMCC seeks a skilled Project Coordinator in Continuing Education & Workforce Development.
- The Project Coordinator will report to the Director, Programs & Special Initiatives.
- Coordinator will manage and track the performance outcomes of students in Allied Health and IT courses to help participants obtain industry-recognized certifications leading to careers in healthcare and technology under an 18-month grant initiative, funded by New York Community Trust.
- Coordinator will supervise a Case Manager and Job Developer triage team to deliver wrap around services, guided learning, and career preparation.
- The Project Coordinator is responsible for program coordination including, collecting data, tracking participants' training and results, develop training schedules, assign course instructors, coordinate life skills workshops, coordination of course curriculum, student handbook, orientation sessions, recruitment, oversee scholarship award process, intake & admission process, conduct evaluations and surveys, issue certificate of completions.

Other Duties

- Assist the Director with miscellaneous administrative duties, including, faxing, copying, calendar management, screening calls, generating reports, typing memos, correspondences, filing, student registration/open houses, statistical data of enrolled participants and various required student paperwork and presentations.
- Assist with instructor(s) biweekly payroll.
- Assist with target outreach and recruitment from established CBO partnerships, social media, print ads, and email blasts.
- Assist with coordination of technology and Allied Health open houses, course descriptions and write-up for marketing; Campus CE website, program fliers and catalogue.
- Conduct Facilitator led Virtual Info Sessions

- Use digital on-line tools to collect student documentation.
- Generate student letters/emails of rejected and accepted; track rosters and update accordingly.
- Distribute and collect student and program surveys.
- Collaborate with the Program Managers and provide administrative support in areas of need i.e.,
- Other duties as assigned by dean, director, program director

Qualifications

- Associate Degree required.
- Bachelor's preferred in a related field from an accredited institution,
- related progressively responsible professional experience of which three years (3) will be administrative.
- support/ program coordination experience.

The position is grant funded for 18 months from hire date.

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