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<b>Job Title</b>	Project Coordinator - Allied Health
<b>PVN ID</b>	BM-2310-005923
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BOROUGH OF MANHATTAN C. C.
<b>Department</b>	Center for Continuing Education
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$60,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 26, 2024 (Or Until Filled)

## General Description

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BMCC seeks a skilled full time Project Coordinator to grow existing and build out newly created CE Courses in Allied Health - Medical Assistant, EMT, Nursing, Central Sterilization, HIT, Billing & Coding, Adm Medical Assisting. The position will report to the Director of Programs & Special Initiatives.

Reporting to the Director of Programs, and Special Initiatives, the Project Coordinator will assist with the coordination, marketing, outreach, enrollment and data tracking of the CE programs. They 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 programs. The Program Coordinator will be responsible for supporting the daily operation of all programs, providing monthly updates regarding the implementation of activities, student tracking, budget, and progress towards goals. Additionally, the Program Coordinator will be responsible to initiate contact with students, identify their needs, and provide them with the appropriate services from the beginning to the end of the project or program.

The Project Coordinator will be responsible for supporting the daily operation of CE courses/programs, providing monthly updates regarding the implementation of activities, student tracking, budget, and progress towards goals.

Additionally, the Project Coordinator will be responsible to engage with students, address needs, and provide them with appropriate services or referral to resources from the beginning to the end of a project or program to support the achievement of success.

## Other Duties

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Project Coordinator is responsible for providing operational and programmatic support services to assigned programs. Monitors and evaluates program effectiveness; demonstrates continuous efforts to improve support operations and systems, to streamline work processes and to increase the effectiveness and efficiency of the

program. Provides assistance to staff in assigned areas to ensure program objectives are accomplished. Assist with outreach. Schedule open houses track attendance, reports, grades, student evaluations to meet the outcomes of the tuition-based programs.

- Responsible for managing the day-to-day operations of assigned programs.
- Prepare and distribute progress reports, transcripts and program certificates to all students completing the training program(s)
- Assist with recruitment efforts;
- Create program calendars for the relevant programs
- Assume primary responsibility for daily project coordination and implementation and ensure compliance with Continuing Education and generating regular reports.
- Engages in problem solving and adopts a continuous improvement approach to ensuring the quality service delivery.
- Hires and supervise instructors, ensure adequate project monitoring and evaluation systems are in place to collect information and consolidate data to demonstrate impact and inform ongoing program design.
- Take the lead and oversee program implementation and budget expenditures to ensure effective use of resources against planned activities and expected outputs.
- Facilitate Open Houses for ACE Courses and Programs.
- Academic yearly program budget forecasting and program budget management
- 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.
- Assist in preparation of new initiatives for ACE. Work collaboratively with staff, College consortium members and initiative partners; work closely with the Director to monitor program performance and progress toward initiative and individual college outcomes targets
- Must be organized, flexible, multi-task oriented, and detail oriented, able to identify and respond to shifting priorities; a self-starter that can work within a team environment and handle a variety of tasks with urgent deadlines, able to manage time effectively and make independent decisions.
- Contribute to other projects as needed in the department of continuing education and workforce programs and other related duties as assigned.

## Qualifications

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- A Bachelors' Degree in a directly related field of study from an accredited institution, an appropriate certification of specialization, and no fewer than three (3) years of progressively responsible experience of related work; **OR**,
- An advanced degree in a related field of study from an accredited institution, an appropriate certification of specialization, and no less than one (1) year experience performing responsible related work; **AND**
- Possession of the core competencies determined to be required at the time of hire.
- Significant project management experience, especially with projects involving multiple partners and the use of data to manage program performance;

### ACE Qualifications: (Education and Experience)

- Familiarity with the industry that programs are based within.

- Experience or knowledge of workforce development and/or higher education; Ability to be flexible and to work carefully and quickly to meet the demands of a busy program; Demonstrated experience with all aspects of project management. Demonstrated experience managing and supporting staff. Experience in model program design and development, implementation and evaluation, personnel management, strategic planning, and program management. Experience in development and monitoring of budgets, negotiating and managing contracts and projects successfully.
- Excellent oral and written communication skills;
- Excellent computer software skills including Microsoft Office, especially Excel and Word. Knowledge in accounting, budgeting, and payroll.
- Must be a team player and be able work with various faculty, and staff.
- Strong interpersonal skills and outstanding written and verbal communication skills. Skilled in areas of budgeting, financial administration, financial reporting, and personnel administration. Must have excellent attention to detail and recognize the importance of meeting deadlines. Ability to multi-task.
- Must have initiative, be a self-starter, and have strong analytical skills.
- Familiarity with Healthcare industry