

Job Title	Program Director
PVN ID	BM-2405-006275
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	Continuing Education
Status	Full Time
Annual Salary	\$75,000.00 - \$85,000.00
Hour(s) a Week	35
Closing Date	Sep 30, 2024 (Or Until Filled)

General Description

The Borough of Manhattan Community College seeks an experienced and resourceful Program Director for the BMCC Adult Basic Education Programs. The Program Director will work closely with the Education Director and the BMCC educational leadership team to continue the BMCC tradition as one the most progressive and innovative literacy programs in New York City. The Director will be centrally responsible for developing and managing the programs' fiscal resources including grant proposals and reports. Adult Basic Education Programs include Adult Basic Education (ABE), High School Equivalency (HSE) preparation, English as a Second Language (ESL), Integrated English Literacy and Civics Education (IELCE), and three Literacy Zones. The BMCC Adult Education Programs serve over 1000 students and community members annually. The Director is responsible to ensure accountability in all areas of the program and to meet the requirements as detailed in funding award contracts.

Submit a cover letter to be considered for this position.

Other Duties

- Provide leadership and implement strategic planning that support collaboration and continuous improvement to achieve instructional excellence, innovation, and professional development
- Develop grant-funded and private-sector proposals to maintain programs and expand instructional and case-management services
- Develop and manage multiple budgets over varying grant contract timelines
- Work with the College's Office of Sponsored Programs and Grants and the Research Foundation of The City University of New York to ensure budget and reporting requirements are met and are in compliance with each grant contract's requirements
- Remain up-to-date on the regulations, rules, budgets, reporting and compliance requirements of the Workforce Innovation and Opportunity Act (WIOA).
- Oversee data systems, ensuring all participants are accurately documented and in compliance with grant

contracts

- Submit interim and final report to all required entities
- Network with public and private entities to maintain established partnerships and develop new programming opportunities
- Maintain collaborative relationships with the New York City literacy community, New York State Education Department Division of Adult Education Programs & Policy, NYC Regional Adult Education Network, and community-based organizations
- Oversee program accountability for ASISTS and the National Reporting System for Adult Education data collection and analysis of performance
- Perform other tasks consistent with the goals and objectives of this position and as assigned.

Qualifications

- At least 5 years of progressive educational leadership and managerial experience at the program manager or assistant director level preferred
- Successful grant writing and program development experience
- Prior experience in recruiting, developing, supervising, managing, and evaluating personnel
- Capacity to manage multiple projects simultaneously and complete them within tight deadlines
- Prior experience working in an urban, culturally sensitive adult literacy program serving students from diverse backgrounds
- Possess excellent interpersonal, verbal, written communication, and time management skills
- Knowledgeable about current trends in adult learning pedagogy, including ESL methodology, theme-based and contextualized instruction, and project-based learning
- Ability to work in a dynamic environment, responsive to changing goals, priorities, and needs
- Demonstrated ability to analyze data and develop strategies, goals, and procedures
- Knowledge of current workforce trends related to education and training options
- Proven ability to get results within a team environment and to develop productive working relationships at all levels of the organization.