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<b>Job Title</b>	Sr. Project Manager, HCR Green Jobs Energy Training Program
<b>PVN ID</b>	CC-2303-005491
<b>Category</b>	Instruction and Social Service
<b>Location</b>	The CITY COLLEGE of NEW YORK
<b>Department</b>	CUNY Institute for Urban Systems
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$85,000.00 - \$100,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 14, 2023 (Or Until Filled)

## General Description

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The CIUS-BPL will lead a CUNY consortium in developing and implementing a Green Jobs Energy Training Program on behalf of the New York State Department of Homes and Community Renewal (HCR). HCR's mission is to build, preserve, and protect affordable housing, including weatherization services, throughout New York State. The 5-year grant funds a city-wide program to be delivered across CUNY campuses, providing training in energy efficiency technology, building retrofit management, and career-entry, advancement and certification opportunities. CUNY BPL is seeking an experienced project manager to join our team in the role of Senior Project Manager, HCR Green Jobs Energy Training Program.

The Green Jobs Energy Training Program's objective is to expand a diverse, equitable and inclusive workforce available for the implementation of new energy technology in buildings, especially for, but not limited to, the HCR Weatherization Assistance Program. The program builds on CUNY's extensive experience and expertise in offering training in this area, for both matriculated and non-matriculated students. The Green Jobs Energy Training Program consciously seeks connections with CUNY academic programs and highly diverse student bodies to offer matriculated students career path opportunities in the field.

## Other Duties

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### Duties and Responsibilities:

Reporting to the *Associate Director, CIUS*, the Senior Project Manager:

- Maintains productive relationships with all project stakeholders, project team members and partner organizations to ensure the program aligns to sponsoring agency objectives.
- Creates Project Charter to define scope of work, develop workplan and define all deliverables
- Establishes and manages the overall project plan and work plans identifying key milestones, resources, and deliverables in conjunction with the agency sponsor, staff and other project team members to cover

the entire lifecycle of the project. Leads development and revisions of project timelines, deliverables, and budgets.

- Provides leadership to clear barriers to project progress, maintains adherence to the workplan, resolves conflicts within the project and external teams and ensures the project goals and project team assignments are realistic and achievable.
- Provides subject matter expertise and oversight of subject matter experts' contributions.
- Oversees and maintains the programmatic and collective Student Learning Experience.
- Provides leadership to and supervises staff and staff activities. Schedules project and implementation meetings. Oversees tracking and logging of documents for implementation activities. Leads project status meetings with staff and/or others.
- Manages communications with project partners and participants. Prepares reports and presentations.

## Qualifications

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### Qualifications:

Minimum requirements for the position:

- Bachelor's degree. Masters-level study preferred, in a field relevant to the project
- Extensive knowledge of and experience with building systems and/or other related energy-using equipment, or other specialty, pertinent to the project area, as evidenced in areas of work, study, teaching, and/or research background (8-10 years)
- Experience in training, instruction, curriculum development and/or instructional design, especially in a technical field
- Experience working in product development, project development or curriculum development environment (minimum of two (2) years full time)
- Demonstrated organizational skills
- Knowledge of office, project management methodology, tools, and techniques
  - High level of proficiency in Microsoft Office products (Word, Excel, and PowerPoint, Access, Project, and Visio)
  - Experience using project management and collaboration software (Microsoft Project, Basecamp, etc.). Project Management Professional (PMP) certification a plus

### Abilities sought to

- integrate a large or complex project and to work with others to resolve conceptual or practical issues and ensure a strategy for overall project success
- manage multiple stakeholders including third party vendors, subject matter experts (SMEs), project team members and senior leadership
- communicate effectively with and convey project information to students, sponsors, administrators, and the public
- set priorities, manage time and meet multiple deadlines in a fast-paced environment