

<b>Job Title</b>	Project Manager
<b>PVN ID</b>	HC-1707-001928
<b>Category</b>	Instruction and Social Service
<b>Location</b>	HUNTER COLLEGE
<b>Department</b>	Brookdale Center for Healthy Aging
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 28, 2018 (Or Until Filled)

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## General Description

The Brookdale Center for Healthy Aging of Hunter College improves the lives of older adults through research, policy, and professional development. From the Center's location in East Harlem, staff members are engaged in developing, implementing and evaluating cutting-edge programs and practices and disseminating those that work – and programs that neighborhood senior centers can offer to help people manage chronic health problems and improve their quality of life.

We are seeking a Project Manager that is smart, enthusiastic, flexible, resourceful, and has exceptional curriculum development and facilitation skills; experience, and possesses good communication and interpersonal skills. The Project Manager will present trainings, conduct operational and collaborative duties to support and promote the work of the Learning and Development team, Brookdale Center, and the Center's partners at community-based, public and private organizations.

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## Other Duties

Primary responsibilities of the Project Manager include:

- Oversees the day-to-day management of project(s), ensuring that all deliverables are completed within specified deadlines.
- Develops, designs, writes and reviews curricula according to client's standards/expectations
- Works directly with the clients to meet contract expectations.
- Reviews and monitors budgets and contracts in collaboration with Brookdale staff
- Responsible for meeting project deliverables and preparing all contract related project reports in a timely manner
- Contracts and manages the training activities of project session trainers and subcontractors
- Facilitates meetings with client and other pertinent stakeholders
- May supervise activities of Project Coordinator /Project Assistant(s) as needed

- Reports to the Director of Learning and Development

## Qualifications

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Qualifications –

We seek applicants who are professional, highly organized, detail-oriented, and able to work independently and under pressure on a variety of projects executed in a fast-paced environment. Strong customer service skills, strategic thinking, and the ability to work with diverse people and communities are required. The applicant must be able to manage the logistical aspects of multiple concurrent training events throughout New York State, and should have extensive knowledge and proficiency with Microsoft applications (PowerPoint, Word, Excel and Outlook). Bilingual applicants with fluency in Spanish are preferred, but not necessary. This is a full time position that will require some travel.

The successful candidate will have:

- A bachelor's degree (masters-level preferred) in education, gerontology or related degree
- Experience designing experiential curricula based on adult learning principles and techniques
- At least 3 or more years' experience training or educating professionals; preferably frontline social service providers who work with vulnerable adults
- Outstanding written, oral and interpersonal communication skills
- Experience developing and managing complex, interdisciplinary projects involving multiple constituents
- Must have a strong work ethic and the ability to collaborate effectively with internal and external partners
- Strong understanding of importance of customer service, strategic thinking and the ability to work with diverse individuals and communities