

Job Title	Project Assistant
PVN ID	HC-1803-002415
Category	Administrative Services
Location	HUNTER COLLEGE
Department	Brookdale Center for Healthy Aging
Status	Full Time
Annual Salary	\$45,000.00 - \$52,000.00
Hour(s) a Week	35
Closing Date	May 09, 2018 (Or Until Filled)

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## General Description

The Brookdale Center for Healthy Aging at Hunter College strives to improve the lives of older adults through research, policy, and professional development. We provide workforce education and professional development services, including designing, conducting and evaluating training on issues related to aging and the life course.

We are seeking a smart, enthusiastic, flexible, and entrepreneurial individual with strong communication and interpersonal skills. The **Project Assistant** will perform operational, administrative support and promote the work of the Learning and Development team and the Center, including outreach to Brookdale's community-based partners at organizations, institutions, and public agencies.

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## Other Duties

Primary responsibilities of the Project Coordinator include:

- Working with Brookdale staff to facilitate planning, development, execution, and evaluation of educational trainings and events across New York State.
- Assisting with communication and collaboration with key project stakeholders to assure daily operations of programs, including faculty, staff, and students at Brookdale, Hunter College, and CUNY; partners at New York City and State offices and divisions; trainers and other consultants; and community-based organizations and coalitions
- Assisting with Brookdale project activities across all departments, including grant development, planning, implementation, and evaluation of training and research projects.
- Maintaining calendars, scheduling meetings, tracking correspondence, and assuring external communications and outreach
- Assisting in the preparation and development of data, reports, presentations, and grant proposals

## Qualifications

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### Qualifications:

The successful candidate will be a bachelor's degree prepared (preferred) individual with outstanding written, oral, and interpersonal communication skills, and a record of 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. We seek someone who is highly organized, detail-oriented, professional, and able to work independently and under pressure on multiple deadline-driven projects. Strong client service skills, strategic thinking, and the ability to work with diverse individuals and communities are required. Knowledge in one of the following areas is a plus: aging, aging services, adult abuse and elder justice

The candidate must have:

- Strong organizational, and problem-solving skills
- Strong communication skills.

Must be able to assist with the coordination of the operational aspects of training events throughout New York State. Candidates should have knowledge of and proficiency with Microsoft applications including: Outlook, Excel, PowerPoint and Word and the ability to use Adobe Creative Suite. Bilingual candidates with fluency in Spanish are preferred. Flexible schedule: some travel is necessary.