

Job Title	Project Coordinator
PVN ID	HC-2109-004230
Category	Managerial and Professional
Location	HUNTER COLLEGE
Department	
Status	Full Time
Annual Salary	\$55,000.00 - \$59,000.00
Hour(s) a Week	35
Closing Date	Nov 09, 2021 (Or Until Filled)

General Description

Learning & Development Projects at the Silberman School of Social Work/Hunter College is a leading academic center for research and professional development focused on improving services for vulnerable adults in ways that enhance health, safety, and quality of life. From our location in East Harlem, Learning & Development Projects at the Silberman School of Social Work staff promote innovative practices that strengthen organizations, systems, and workers who serve older adults throughout New York City and New York State. Learning & Development Projects at the Silberman School of Social Work provides professional development for human services professionals, lawyers, and elder advocates seeking to update their skills and expand their knowledge about gerontology and aging- related policy.

The Learning & Development Projects at the Silberman School of Social Work is seeking a creative, energetic Project Coordinator to support administration of our ongoing professional development and training projects and to manage logistical aspects of our professional training events. We are seeking a highly motivated, socially engaged, detail-oriented person with a strong commitment to advocacy on behalf of vulnerable adults. Some travel required.

Other Duties

Primary responsibilities include:

- Maintaining detailed administrative and expenditure records for multiple simultaneous projects, initiatives, and training events.
- Coordination and oversight of training events, including scheduling and event registration.
- Data entry and management of web-based administration and evaluation of training events.
- Working closely with project manager and other Brookdale personnel to identify project needs, establish priorities, and support goals related to the organization.
- Building and maintaining relationships with key government and academic stakeholders, training subcontractors, vendors, etc.

- Regular dissemination of information regarding events and ongoing activities to clients, participants, and other stakeholders.
- Other Duties as assigned.
- Occasional travel throughout New York State

Qualifications

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- Minimum BA degree or 5 years or more of a relevant job history
- Good understanding of protective service policy
- Strong commitment to social advocacy
- Must have excellent written, oral, interpersonal communication and follow-thorough skills
- Must be able to work with minimal supervision, as well as with people at all levels of the organization
- Detailed oriented with excellent organizational skills
- Previous experience with project coordination or project assisting
- Strong work ethic and customer service skills, including the capacity to trouble-shoot unanticipated logistical issues
- Ability to maintain composure when working under pressure in a fast-paced environment
- Proficiency in the Microsoft applications, including Outlook, Excel, PowerPoint, Word, Adobe