

Job Title	Project Coordinator
PVN ID	HC-2212-005299
Category	Managerial and Professional
Location	HUNTER COLLEGE
Department	
Status	Full Time
Annual Salary	\$75,000.00 - \$90,000.00
Hour(s) a Week	35
Closing Date	Feb 10, 2023 (Or Until Filled)

General Description

Overview

Supported Decision-Making New York (SDMNY), an innovative three-year project, funded by the NYS Office for People with Developmental Disabilities (OPWDD) and now in the fourth quarter of its first year seeks an experienced Project Coordinator/Manager to support the completion of its project-wide goals through the project's conclusion and possibly beyond.

These goals include implementation of a project design for a prospective Facilitation, Training, Resource and Education Center (the FTREC) which would provide training for SDMNY facilitators.; create and provide materials for SDMNY facilitation; and facilitator mentorship. Project goals also include outreach to a variety of stakeholders including the healthcare profession, advancing supported decision-making (SDM) in transition planning and special education, and ongoing cooperation with the judicial system including Surrogate Judges and the Office of Court Administration (OCA) Office of Alternative Dispute Resolution. In support of these goals, the Project Coordinator will cooperate with, and supply information as needed to the Project Evaluator and with the external IT contractor.

The Project Coordinator will be primarily located at the Silberman School of Social Work (2180 Third Ave, Room 537, New York, NY), will report directly to the SDMNY Project Director, and be responsible for supervising the Project Assistant/Media Specialist as well as coordinating with partners including provider agencies, members of the private bar, the court system, Community Dispute Resolution Centers (CRDCs), etc., who are supplying facilitators and/or decision-makers in order to ensure smooth implementation of all aspects of the project, including but not limited to the following:

Requirements

Mandatory Vaccine Mandate: As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is

defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

Time Commitment

This is a full-time position for the duration of the grant contract which began on March 1, 2022, and ends on February 28, 2025. If the project results in OPWDD's continuation of the FTREC, there is a possibility of continued employment.

Role & Responsibilities

- Collecting, compiling, and presenting data on program activities, including event information and assisting the Project Director and Project Contract Manager with preparing and revising, as necessary, required reports to OPWDD and Research Foundation of the City University of New York/RF CUNY;
- Organizing and coordinating quarterly teleconferences with the Advisory Council and overseeing and facilitating AC working groups;
- Organizing staff meetings; creating agendas; taking notes
- Monitoring and tracking the implementation of activities set forth in their respective Scopes of Work of all SDMNY partners and subawardees;
- Coordinating day-to-day administrative duties, based on the Project Director's guidance and project goals;
- Ensuring active engagement with and consultation of self-advocates to inform the direction and design of project activities;
- Interfacing with persons with I/DD, parents, guardians, and other project stakeholders;
- Responding to inquiries from outside stakeholders about the project;
- Overseeing the monitoring and data collection of Facilitators and Mentors' activities and performance;
- Providing information to key stakeholder groups about supported decision-making and SDMNY;
- Supervising the Project Assistant/Media Specialist in updating and maintaining the SDMNY website and disseminating information about SDM and SDMNY through SDMNY's social media accounts;
- Maintaining and safely storing confidential or sensitive information about program participants;
- Liaising with the SDMNY project evaluator, the Brookdale Center on Healthy Aging at Hunter College;
- Assistance in drafting and monitoring implementation of Scopes of Work with SDMNY partners and subcontractors;
- Using project scheduling and control tools to monitor project plans, budgets and expenditures; and
- Such other duties as may be assigned by the Project Director.

Salary

\$75,000-\$90,000 depending on experience

Information regarding benefits in accordance with the CUNY Research Foundation guidelines for full-time employees available at:

How to Apply

The incumbent will submit a resume, cover letter, and two professional references. Applications will be reviewed on a rolling basis. Shortlisted applicants will be asked to attend an in-person interview with SDMNY personnel at 2180 Third Ave, Room 537, New York, NY.

Persons with disabilities are strongly encouraged to apply.

Other Duties

Qualifications

Core Competencies

- Knowledge of SDM and related practices, strategies and concepts, and a history of work with persons with I/DD and self-advocates;
- Ability to work effectively with staff, partners, and internal and external constituents;
- Ability to communicate effectively with and convey simple to complex concepts, processes, and practices to peers, supervisors, students, administrators, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others;
- Ability to work under deadlines, with changing priorities, and on multiple aspects of the project;
- Ability to respond calmly to emergencies and to fashion solutions to problems; ability to seek assistance when needed;
- Ability to write clearly and produce/edit accurate, well-organized, and understandable reports;
- Knowledge of major computer software, or software of equivalent complexity, used in technical support of the project, including Google Workspace, MS Office, shared network drives and project management software such as Asana;
- Ability to participate in and lead trainings of varying complexity, and, in turn, train others in new or upgraded practices, etc.;
- Ability to communicate effectively across diverse populations, orally and in writing; and
- Ability to coordinate the work of others on a team, as well as work independently.

Qualifications

- A graduate degree in a relevant area such as Social Work, Education, Occupational Therapy, etc., or a Bachelor's degree and at least 5 years' experience in project management
- Demonstrated experience in project coordination/management
- Demonstrated experience in working with people with intellectual disabilities
- Knowledge of Google Workspace, MS Office, shared network drives and project management software such as Asana
- Comply with all CUNY Research Foundation policies and procedures