
Job Title	Program Coordinator
PVN ID	HC-2402-006148
Category	Managerial and Professional
Location	HUNTER COLLEGE
Department	Silberman School of Social Work
Status	Full Time
Annual Salary	\$55,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	May 15, 2024 (Or Until Filled)

General Description

The Administration for Children's Services' Office of Training and Workforce Development and City University of New York Hunter College Silberman School of Social Work partnered to launch the Institute for Leadership Development. The Institute for Leadership Development's mission is to strengthen the leaders working within public and private child welfare and juvenile justice agencies in New York City to promote the establishment of psychologically safe work environments that embrace equity, transparency, and innovation and strengthen the workforce. There are a variety of training programs housed within the Institute of Leadership Development.

We are looking for individuals who share our passion for developing leaders working in the public sector to support them in meeting the needs of children, youth, families, and communities.

Reporting to the Deputy Director of Budget and Operations, the Program (Budget) Coordinator will work closely with CUNY and ACS colleagues to provide budgetary and fiscal support to both SKIP and ILD programs and ensure successful and efficient program operations.

The Program (Budget) Coordinator will join a team of CUNY colleagues who work on site at one of the ACS locations Manhattan.

Other Duties

- Review and monitor procurement activities
- Collect and review vendor invoices for payment processing.
- Conduct vendor onboarding and collect essential documents for contract processing, ensure SOW is aligned with program needs.
- Manage vendor agreement record and reconcile agreement expenses.
- Provide day-to-day support to the Deputy Director of Budget and Operations as well as fiscal support to program staff as needed.

- Support the program with executing order requests for catering, supplies, learning materials, swag, equipment etc.
- Attend meetings as required and necessary to fulfill the needs of the department and to support timely meeting of the deliverables
- Provide support to program leadership with special projects when needed.
- Communicate effectively and maintain positive, courteous, supportive, and professional working relationships with all levels of contacts.

Qualifications

- Bachelor's degree in related field
- 2-4 years of experience working in an office setting; two years of administrative and customer service experience in an office setting
- Experience with procurement in a non-profit organization preferred.
- Experience with budgets and web-based budget tracking systems.
- An exceptional commitment to accuracy and attention to detail.
- High degree of flexibility and maturity to work in an innovative, fast-paced environment, and to readily embrace change.
- Ability to show initiative, critical thinking, reasoning and problem solving.
- Strong interpersonal and communication skills
- Work independently and identify potentially more effective methods of work operation.
- Sensitivity and experience working with diverse cultural and linguistic populations.
- Knowledge of MS Office (i.e., Microsoft Word, Excel, PowerPoint).
- Commitment to a collegial workplace is required.

Hours: 35 hours/week (daily schedule 9am-5pm) currently working on hybrid schedule.

Applicants are asked to submit a cover letter that details how your qualifications match this position description along with a resume and contact information for three references.

All staff working on this project in partnership with the ACS WI will be employees of the Research Foundation of the City University of New York. Employment is contingent on satisfactory clearances.