
Job Title	Leadership Facilitator
PVN ID	HC-2505-006853
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	Silberman School of Social Work
Status	Part Time
Hourly Rate	\$85.00-\$97.00
Hour(s) a Week	0.00-12.00
Closing Date	Dec 30, 2025 (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 and launched 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.

We are currently seeking a part-time Leadership Facilitator to provide high-quality facilitation. The Leadership Facilitator will be an integral member of the Institute for Leadership Development on the CUNY Hunter College Silberman School of Social Work implementation team with a focus on facilitation of the Leading and Exploring Through Accountability and Development (LEAD) program. The LEAD program integrates the National Child Welfare Workforce Institute (NCWWI) evidence-informed leadership training with group coaching and intentional community building sessions to effect system-wide change. LEAD participants will work together on a change initiative project to tackle their toughest challenges around: (1) leadership development, pipeline planning, strategic talent management, and managing a multi-generational workforce; (2) social justice, racial equity, diversity, inclusion, and systemic oppression; and (3) developing strategic partnerships with city agencies, community partners, and advocates to address challenges and concerns that impact the families and communities they serve.

The Leadership Facilitator will support LEAD participants by providing training and ensuring the successful implementation of participants' learning within their organizations and communities. The Leadership Facilitator will also support the Leadership Coach who provides ongoing support to the LEAD participants throughout the program, with a specific focus on the Intentional Community Building Sessions to help learners advance their change initiative projects.

Other Duties

- Attend all in person training program sessions and work as part of a team to effectively facilitate program delivery helping to drive coherence and meaning throughout the curriculum.
- Support overall curriculum design and development of leadership training programs.
- Assist with the preparation of all instructional materials, including presentations, handouts, etc. for each learning session or event.
- Work with talented, mission-driven peers in a fast-paced, dynamic environment.
- Ensure learning outcomes and objectives for each session of the leadership program are met across multiple training locations and virtually as assigned and approved.
- Apply adult learning concepts and foster an effective learning environment for participants.
- Create an environment of experiential learning to support the development of leaders' knowledge, skills, and abilities that are needed to drive the child welfare and juvenile justice mission to support safety for all children and equity for children, families, communities, and the workforce.
- Complete training preparation, collaborate with other coaches and facilitators, and engage in ongoing professional development.
- Motivate and inspire leaders to achieve objectives by facilitating discussions using practical examples and real-life experiences.
- Perform day-to-day operational responsibilities, including the set-up and closeout of learning spaces, including virtual training platforms.
- Complete required reports (such as attendance rosters communications) as needed.
- Collaborate with leadership coaches to support the successful development of program participants.
- Participate in regularly scheduled meetings, including for the Institute for Leadership Development and organization wide.
- As needed, provide ongoing transfer of learning opportunities, including individual & group consultation, onsite/virtual support, and coaching.
- Other duties as assigned.

Qualifications

- Bachelor's degree in social work, adult learning, or related field. Master's degree preferred.
- At least two years of experience facilitating in postsecondary or professional learning environments.
- At least five years of human services or related experience. Direct care/service child welfare experience a plus.
- Strong presentation skills in multiple modes to diverse audiences.
- Demonstrated ability to facilitate learning using industry best practice for training strategies, classroom management and engaging participants.
- Ability to work in a fast-paced and changing environment with multiple priorities that need to be effectively managed, while maintaining composure and flexibility in a structured environment.
- Strong problem-solving abilities to independently resolve routine and complex issues.
- Superb time management and organizational skills; the ability to independently manage multiple events at one time at a rapid pace; demonstrated ability to be thorough with strong attention to detail.
- Ability to be flexible and adaptable in an ever-changing environment and growing organization.
- Self-motivated individual who demonstrates initiative without waiting for direction.

- Ability to work well in a team environment, establish good rapport at all levels of the organization, and work with and relate to people from diverse backgrounds.
- Must be able to lift, move up to 30 lbs.
- Strong computer skills, including Microsoft Office and video conferencing tools.
- Ability to travel for different events and learning sessions.

Hours: Up to 12 hours weekly schedule (some occasional evening hours required).

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.