

Job Title	Project Coordinator
PVN ID	HO-1709-002094
Category	Instruction and Social Service
Location	HOSTOS C. C.
Department	Allied Health Career Pipeline Program
Status	Full Time
Annual Salary	\$30,000.00 - \$40,000.00
Hour(s) a Week	35
Closing Date	Nov 01, 2017 (Or Until Filled)

General Description

The US Department of Health and Human Services (HHS) awarded a Health Profession Opportunity Grant (HPOG) to the Division of Continuing Education and Workforce Development at Hostos Community College to enroll and train low-income individuals and Temporary Assistance for Needy Families (TANF) recipients in various free healthcare training program. The Allied Health Career Pipeline Program is funded through September 2020.

The Allied Health Career Pipeline Program is seeking a Project Coordinator to assist student with completing the program. The primary function of this position is to coordinate focuses on allied health trainings, adult basic education trainings and college pathways. The Project Coordinator will work with students from recruitment to employment.

Other Duties

- Foster and maintain strong relationships with students and provide counseling on a regular basis
- Consistently and accurately document all efforts, engagements and progress of the students
- Coordinate student services for successful completion of the Allied Health Career Pipeline Program
- Facilitate academic advisement, supportive services, and other learning assistance
- Ensure that students know about and understand the range of available resources
- With the student, devise individual career plans and evaluate student's progress in achieving goals
- Coordinate and facilitate workshops
- Coordinate the college pathways program

- Assist with the cohort planning
- Regularly meet with students and program-related personnel to discuss student goals and progress
- Monitor and update student activities in database
- Create, coordinate and maintain marketing materials and advertisement
- Build collaborations and develop regular communication with referral sources to provide additional services for students
- Provide accurate daily case notes and weekly reports
- Occasional evening and weekend hours required
- Perform other duties as assigned

Qualifications

Core Competencies:

- Strong attention to detail
- Able to multitask in a fast paced educational environment
- Excellent communication and follow-up skills
- Strong problem-solving and analytical skills
- Strong understanding of the needs of community college students and low-income individuals;
- Ability to work under deadlines, with changing priorities
- Ability to write clearly and produce accurate, well-organized reports
- Ability to use computer or other systems to accurately log and monitor participant progress
- Ability to work in a team, as well as work independently.

Qualifications:

- Associate's degree in related field preferred
- At least three years related experience
- Experience working with diverse populations in low- income individuals
- Strong interpersonal skills
- Proficient in Microsoft Office is a plus

Apply online at: <https://www.rfcuny.org/careers>

Position will remain open until filled.