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<b>Job Title</b>	Site Coordinator
<b>PVN ID</b>	HO-2209-005099
<b>Category</b>	Instruction and Social Service
<b>Location</b>	HOSTOS C. C.
<b>Department</b>	Continuing Education & Workforce Develop
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$20.00-\$25.00
<b>Hour(s) a Week</b>	20.00-35.00
<b>Closing Date</b>	Jun 01, 2023 (Or Until Filled)

## General Description

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Hostos Community College's Liberty Partnerships Program is a high school accredited, year-round academic and cultural enrichment program enhanced by career and support services. The program serves 360 students of all nationalities, primarily Latino and African American students per year. The goal is to ensure that at-risk students graduate on time and to prevent them from dropping out of high school, including those with limited English proficiency. The focus is to assist students in obtaining the skills and knowledge necessary to either be admitted into college or gain employment. During the academic year, students will be exposed to several cultural and civic opportunities in their community to expand their personal growth.

HLPP Site Coordinators organize educational, social and cultural excursions and career-related workshops for the students, the schools' personnel, community-based organizations and other partner institutions. Recruit, train and supervise HLPP tutors and mentors. Assists the Program Director with interim and final reports as needed. Recommends and coordinates staff development workshops for HLPP staff. Develops and facilitates enrichment classes for the partner school and parents.

### Campus Specific Information

#### Current partner high schools:

- Hostos Lincoln Academy of Science
- Health Opportunities High School
- I.S. 584
- Community School for Social Justice

## Other Duties

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### General Responsibilities:

- Work as the program liaison with school stakeholders (principals, guidance staff, teachers, parent

coordinator, PTA leadership, etc.)

- Recruit, interview, and work with program students and parents to develop individualized and goal-oriented action plans, including academic assessment, supportive services, etc.
- Develop, research, and obtain a variety of resources to promote and inspire student development and involvement
- Provide day-to-day contact with program instructors and tutors
- Provide monitoring for academic progress while maintaining data for student activity tracking reports
- Provide academic and college success advice and support; general guidance, mentoring, career exploration assistance and various field trips
- Coordinate program attendance (i.e., monitoring and calling parents if attendance falls short)
- Provide linkage to LPP social worker/counselor and school guidance staff to address student challenges and counseling.
- Participate in monthly review meetings; assist with data entry by administrative assistant and to help prepare data reports for review by director and for submission to NYSED.
- Schedule student and parent workshops
- Report to program director; occasionally assist other staff with misc. program-related tasks as needed.
- Maintain communication and relations with Alumni. Assist in coordinating alumni-related activities as needed.
- Other tasks in support in the program that may include but not limited to attending PTC meetings, weekend events, trips, etc.

## Qualifications

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### **Minimum Qualifications:**

- Associate's Degree. Bachelor's Degree Preferred.
- At least three years of experience in youth development and academic enrichment programs

### **Qualifications:**

- Sensitivity to the social, economic, academic, and emotional challenges of youth from the South Bronx.
- Strong organizational, time-management, problem-solving, administrative skills
- Demonstration of leadership, decision-making, and creative thinking skills
- Ability to work in diverse environments exhibiting sociocultural competence and understanding
- Efficient in Microsoft Office (Word, Excel, Outlook, etc.) and Google Drive
- Available for occasional nights and weekends