

Job Title	Project Coordinator
PVN ID	KB-1703-001706
Category	Managerial and Professional
Location	KINGSBOROUGH C. C.
Department	Center for Economic and Workforce Develo
Status	Full Time
Annual Salary	\$68,000.00 - \$74,000.00
Hour(s) a Week	35
Closing Date	Apr 12, 2017 (Or Until Filled)

General Description

Project Coordinator, Kingsborough Community College

In January 2017, Kingsborough Community College's Center for Economic and Workforce Development was awarded a four-year US Department of Labor grant titled the CUNY TechWorks initiative which will be managed as a partnership between CUNY Central CEWP and two other CUNY Colleges, the Borough of Manhattan Community College and Queensborough Community College. The primary goal of this initiative is to ensure that CUNY's community college tech students gain the right mix of academic knowledge, practical technical training, and professional skills needed to successfully transition into career opportunities within New York City's thriving tech and innovation sector.

General Description of Duties and Responsibilities:

Reporting to the Executive Director of the Center for Economic and Workforce Development and exercising considerable independent judgment; plans, operates, and directs the goals and objectives of the CUNY Tech Works (CTW) Program. The Project Coordinator is responsible for administering and supervising the day-to-day operations of the CTW program, including program organization, administration, supervision of staff, and fiscal management.

Other Duties

Specific Areas of Responsibility Include:

- Oversee the launch and implementation of the CUNY TechWorks Initiative at the KCC campus.

- Act as point person on behalf of KBCC for the CUNY TechWorks industry advisory board comprised of employer, industry, nonprofit, and city government representatives.
- Monitor and analyze program and performance data in areas such as recruitment, enrollment, completion, job placement, participant demographics, and progress toward initiative-wide and KBCC program outcomes.
- Must manage and maintain industry relations as per the proposed guidelines of the grant proposal.
- Support the Employee Specialist/Industry Liaison as needed.
- Support the Curriculum and Articulation coordinator as needed.
- Monitor the budget, make budgetary decisions in consultation with the Director of Operations of CEWD.
- Interface with the KBCC Academic Departments and Faculty involved to meet program goals.
- Prepare quarterly and final report for DOL- both programmatic and fiscally.
- Assist in the data collection using the database program provided.
- Outreach and assess potential student participants' applications and eligibility.
- Produce public information materials (newsletter, brochures, etc.).
- Attend meetings, conferences, and workshops appropriate to the goals of the program.
- Interface as needed with support staff from various college offices as well as members of the other consortium colleges.

Qualifications

Eligibility:

- Bachelor's degree required, Master's degree preferred.
- 3+ years' experience in career readiness, workforce development, tech recruitment or related areas. At least two (2) years program management/project management experience.
- Experience with projects involving multiple partners and the use of data to manage program performance a must.

Core Competencies

- Experience with USDOL grants a plus years of related work experience, preferably in program administration & management experience.
- Experience working in a secondary, post-secondary, or education- related institution;
- Evidence of prior successful experience in program development, fiscal management and administration, and supervision;
- Excellent writing and research skills. Capable of developing polished written text for funder progress reports, as well as website and marketing text and materials.
- Technology savvy—Comfortable and familiar with technology including social media, web-based applications, and databases. Intermediate to advanced MSWord, Excel, and PowerPoint; comfortable designing graphs and charts and incorporating graphics into reports, presentations, and other materials.
- Excellent planning, organizational, and project management skills. Through prior work experience, must demonstrate an ability to successfully manage timelines/deadlines and to achieve key targets and milestones.

- General knowledge and awareness of the New York City's tech sector, particularly in regards to diversity and workforce needs.
- Strong communicator; must be comfortable speaking in front of groups of 10-25+ people.
- Good interpersonal skills; Can effectively and easily work across teams/departments and collaborating with groups inside and outside of CUNY including faculty, administrators, employers, and industry partners.
- Ability to attend evening and weekend events 2-3 times per month.
- Knowledge and/or experience working at CUNY a plus.