

Job Title	Program Coordinator
PVN ID	LA-2007-003647
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Annual Salary	\$55,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Jul 30, 2020 (Or Until Filled)

General Description

LaGuardia Community College is seeking a Program Coordinator for the SYEP Summer Bridge 2020 program, which will run for five-weeks, beginning July – August. The SYEP Bridge dynamic and highly engaging virtual program will offer opportunities to learn new skills, explore potential careers, and earn money this summer.

Reporting to, the Project Manager, the Program Coordinator will support all areas of operations in a remote work environment to ensure that all processes within the Workforce Education Center are carried out in an efficient and timely manner.

The Program Coordinator's responsibilities include, but are not limited to:

- Supervision of all administrative and payroll staff to establish work schedules, tasks, and monitor and evaluate work performance
- Develop and maintain strong working relationships with DYCD staff, youth, parents and partners
- Coordinate the recruitment, application and enrollment of program participants
- Communicate daily with DYCD liaison to receive and share operational updates
- Prepare program evaluation reports and compile data; manage database systems
- Monitor and review incident reports to convey to Program Manager and DYCD.
- Track student completion, attendance, and performance in work-readiness program
- Create and submit reports that track overall progress and outcomes as required by DYCD
- Work collaboratively to ensure participant outcomes are recorded met
- Collect and manage student data

Other Duties

- Other duties as required

Qualifications

- Bachelor's Degree required; Master's Degree preferred
- Three (3) years of experience in social work, and/or counseling setting
- Excellent oral and written communication skills
- Excellent interpersonal, organizational and administrative skills
- Ability to initiate, plan, organize, prioritize, and implement multiple projects and assignments
- Ability to work independently and as part of a team
- Ability to meet deadlines
- Must be proficient in a number of software programs including the Microsoft Office suite
- Familiarity with NYC Social Services a plus
- Flexible schedule and some evening hours required

Fingerprinting required