

Job Title	Program Coordinator
PVN ID	LA-2009-003710
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Small Business Transportation Resource C
Status	Full Time
Annual Salary	\$35,000.00 - \$39,000.00
Hour(s) a Week	35
Closing Date	Nov 09, 2020 (Or Until Filled)

General Description

The mission of the U.S. Department of Transportation (USDOT) Small Business Transportation Resource Center- Northeast Region (SBTRC), hosted by LaGuardia Community College/City University of New York is to help small and emerging contractors with improving their chances of getting awarded transportation-related contracts and successfully performing on them. The SBTRC does this through training and counseling that enhances the development of contractors in the areas of business management skills, accounting skills, and credit programs.

The Project Coordinator of the SBTRC is responsible for assisting the Project Director with carrying out the activities associated with the Bonding Education Program (BEP) and general contractor development. The BEP is a national program designed to aid construction and construction-related contractors with becoming bond-ready. The BEP consists of a 6-9 week educational component with which the program initiates, and the Bond-Readiness component which involves following up with contractors for one year after completion of the educational component. The follow-up consists of one-on-one counseling sessions that will help the contractor advance their pursuit of submitting an application for bonding. The assistance consists of providing business development support through one-on-one counseling, group training via live workshop presentations, and referral services to appropriate resources. The successful candidate will assist with:

- Imparting knowledge of construction industry-related subjects such as project estimating, or contract bidding, or contract financing, or accounting.
- Stakeholder and resource partners communication and follow-up
- Coordination of marketing efforts
- Outreach coordination with local contractors
- Follow-up with contractors who need assistance with bonding, financing, certification, and overall government contracting assistance.
- Imparting knowledge of federal programs for small businesses, particularly the USDOT Disadvantaged Business Enterprise (DBE) certification program.

Other Duties

- Coordinates day-to-day administrative activities based on the Director's guidance and goals;
- Responds to administrative matters relevant to the project, its programs, or the Business Services Unit at LaGuardia Community College;
- Maintains accurate up-to-date calendars; briefs and prepares the Project Director for the daily activities; alerts to upcoming important meetings, events, and commitments; tracks correspondence, including email;
- Tracks and pursues data to create success stories of contractor-clients.
- Schedules meetings; screens guests, phone calls, and correspondence; determines nature of visit or inquiry; follows unit head's priorities for access;
- Coordinates travel schedules and arrangements;
- Prepares written replies to basic or repetitive inquiries; when delegated, initiates action on day-to-day matters not specifically requiring the attention of the unit head;
- Assists in the preparation of reports and presentations;
- Provides assistance and responds to verbal and written requests for information;
- May coordinate subordinate staff in fulfilling any of the above assignments;

The Project Coordinator will also be tapped to perform additional duties to support the SBTRC program and services at LaGuardia Community College.

Qualifications

- Bachelor's Degree and/or 5 years relevant experience with construction contracting and contractor activities such as bid preparation, estimating, project management, invoicing and contractor financial record-keeping.
- Oral and written communication skills
- Presentation Skills
- Ability to travel across the northeast U.S. region. This position requires overnight travel about 25% of the year.
- Proficiency in Microsoft Office Suite is required.
- Experience with use of social media preferred.
- Bilingual a plus; Spanish language skills preferred.