
Job Title	Education Specialist
PVN ID	LA-2101-003810
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Annual Salary	\$55,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Mar 08, 2021 (Or Until Filled)

General Description

LaGuardia Community College is seeking an Education Specialist for the Summer Youth Employment Program (SYEP), which operates mainly during summer months as well as additional program activities that operate year round. The SYEP is a dynamic and highly engaging virtual program that offers opportunities for young adults to learn new skills, explore potential careers, and earn money in the summer.

Reporting directly to the Program Manager/Senior Education Specialist, the Education Specialist will organize, implement and supervise the virtual education and training components of youth programs designed for younger and older youth. The primary role of the Education Specialist is to work with the Service Learning Facilitators and ensure that participants complete their projects and other assignments.

The Education Specialist's responsibilities include, but are not limited to:

- Attend all DYCD educational trainings as required; evaluating varied educational materials provided by DYCD
- Coordinate and collaborate with facilitators in the development, implementation, and modification of the online learning plans designed for 14-24 year old youth
- Meet with the Program Manager and team of facilitators to ensure appropriate delivery of all educational content as stipulated by DYCD
- Confirm participants' learning, educational and performance outcomes are achieved.
- Assist in the recruitment and interviewing of new facilitators as needed
- Co-facilitate training workshops in the use of materials and teaching methods
- Meet with participants in all programs (currently virtual) to discuss their progress
- Train, mentor, and evaluate facilitators
- Maintain strong relationships with program staff to ensure that all participants have successful outcomes
- Review related workforce curricula for possible adoption/incorporation

Other Duties

-
- Work closely with the program to develop special educational events for the youth
 - Represent the program at meetings with the Department of Youth and Community Development
 - Assist with the intake, enrollment and orientation processes.
 - Identify and intervene to assist facilitator's with vulnerable youth or youth with special challenges and needs, as required.
 - Assist with the intake, enrollment and orientation processes.
 - Responsible for participating in the evaluating process for program Facilitators

Qualifications

Bachelor's degree required in the field of education. MA/MS degree in a related field preferred. At least three-five years of programmatic experience working with young adults between the ages of 14 & 24. At least two of those years working in a supervisory capacity or its equivalent. Flexible schedule and some evening hours as required.

Fingerprinting required

Desired Knowledge, Skills and Abilities:

- Excellent interpersonal, oral and written communication skills
- Excellent decision-making and educational planning skills
- Ability to initiate, plan, organize, prioritize, and implement assignments
- Strong ability to meet time sensitive deadlines and to work collaboratively with a wide variety of educational partners
- Strong computer proficiency, especially in Microsoft Office