
Job Title	Senior Education Specialist
PVN ID	LA-2101-003811
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Annual Salary	\$60,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Mar 08, 2021 (Or Until Filled)

General Description

LaGuardia Community College is seeking a Senior Education Specialist for the Summer Youth Employment Program (SYEP), which runs year-round with special emphasis on activity for the young adults during the summer. The SYEP is a dynamic and highly engaging virtual program and offers opportunities to learn new skills, explore potential careers, and earn money in the summer months.

Reporting directly to the Project Manager, the Senior Education Specialist will manage and provide support to the team of Education Specialists and Service Learning Facilitators to deliver a virtual career and work readiness curriculum to SYEP participants.

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

- Supervise, support and evaluate the Education Specialists
- Attend DYCD trainings and meetings as required
- Co-create and implement a virtual work readiness instructional plan and schedule for all participant cohorts
- Inform and educate staff of updates and possible changes to curriculum to ensure they are prepared with workshop materials required for the facilitators to deliver instructional components
- Establish and maintain collaborative administrative course delivery functions that may include tracking attendance, receiving participant assignments, resolving issues with virtual platforms, etc.
- Collaborate with the Engagement Coordinator or engagement activities and track engagement of all participants.
- Provide continuous, constructive and individualized feedback to staff to ensure the successful participant outcomes
- Provide guidance to staff to help resolve issues with students when necessary
- Monitor and review incident reports
- Communicate with families of participants to address any concerns or issues.
- Complete all funder required paperwork and reporting, which may include collecting and managing student data

Other Duties

Other duties as mandated by DYCD

Qualifications

- Master's Degree required
- Minimum of three -five years of experience in education, social work, and/or counseling environment working with youth adults between 14 & 24 years of age.
- Excellent oral and written communication skills
- Excellent interpersonal and organizational 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