

Job Title	HVAC1 Program Coordinator
PVN ID	LA-2108-004156
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Workforce Development
Status	Full Time
Annual Salary	\$60,000.00
Hour(s) a Week	35
Closing Date	Dec 21, 2021 (Or Until Filled)

General Description

The High Efficiency HVAC 1 Training Program is a hands-on, skills-based course that prepares students to begin a career in the HVAC (heating, ventilating and air-conditioning systems) field using National Center for Construction Education and Research (NCCER) HVAC 1 curricula, with an understanding of new, efficient technologies such as air-source and ground-source heat pumps. The course takes place through a hybrid format, including online and in-person instruction Monday, Wednesday and Thursday, 4:30-9:30 pm and Saturdays 9:00am-2:30pm, September - December 2021. Two additional cohorts will be scheduled over the next year, and hopefully beyond.

Reporting to the Director of Veterans & Workforce Initiatives, the HVAC 1 Program Coordinator will be responsible for working closely with three cohorts of students to support them throughout the program and ensure that they are able to be successful in completing all aspects of the program, including courses, certification exams, and employment. This can be accomplished through case management, coaching, trouble-shooting, and connecting students to resources available at the college and beyond. The Program Coordinator is also responsible for coordinating the purchase of supplies, textbooks, testing and any other materials required for program needs. The Program Coordinator will also work closely with the Program Director and support other responsibilities as needed.

Responsibilities:

- Liaise with participating partners: Building Skills, New York.
- Support participants throughout the program to ensure their success and completion of all aspects of the program at a satisfactory level.
- Provide educational case management and coaching to students and trouble-shoot barriers to completion and success. Connect students to resources at the college and beyond that will help them overcome these barriers.
- Support program teams through various types of administrative and coordination support.
- Prepare class materials and manage the purchase of supplies and equipment required for the program.
- Maintain records needed for reporting to funders and to the college, including records related to recruitment

and assessment, attendance, grades, program completion, participation in tutoring, certification exams, employment, staff time, spending, and completion, among others.

- Assist in the preparation of any requested reports and data entry in XenDirect.
- Participate in team meetings and coordinate with staff across the program as needed.
- Ensure that facilities and equipment at Positive Workforce are used and maintained properly throughout the course.
- Communicate and coordinate regularly with program staff, including the Program Director, liaisons at Positive Workforce and Building Skills NY, and Senior Director at LaGuardia Community College, in order to ensure smooth and successful delivery of the program
- Communicate with students as needed.

Other Duties

- Perform other duties as needed.

Qualifications

- High School Diploma or High School Equivalent
- Highly organized and pro-active
- Flexible team-player
- Excellent customer service and communication skills
- Strong computer skills (MS Word, Outlook, Excel, and PowerPoint)
- Related work experience
- Ability to work remotely and in-person
- Ability to travel between multiple program sites, including sites in Long Island City and East Harlem
- Excellent teamwork and communication skills
- Attention to detail and care in overseeing use of equipment and supplies

Preferred Qualifications:

- Experience in an administrative role at a community college or institution of higher education.
- Experience providing case management services to students in the context of training and employment services.
- Some college or Associates degree.

This is a grant-funded position available from now until May 31, 2022, with the possibility of renewal if the grant is renewed.

Please note: all staff working on hybrid or in-person programs are required to provide proof of vaccination or a negative COVID test on a weekly basis.