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<b>Job Title</b>	Youth Workforce Development/SYEP Director
<b>PVN ID</b>	LA-2109-004242
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Workforce Education Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$80,000.00 - \$85,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 14, 2022 (Or Until Filled)

## General Description

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Reporting to the Director of Youth Initiatives, the Youth Workforce Development/SYEP Director will oversee the day-to-day management of the youth workforce initiatives within the Division of Adult and Continuing Education. The Youth Workforce Development/SYEP Director will lead and coach workforce development staff, responsible for introducing youth ages 14-24 to career pathways and employment opportunities, while strengthening or establishing new workforce development programs for the youth. Additionally, the director will foster strong relationships with a multitude of stakeholders to include external and internal members, collaborate with other divisions and departments within the college, and serve as a national thought leader on youth development and workforce initiatives.

The successful candidate will have experience in overseeing grant-funded youth workforce development programs, grant writing, budget management, and be dedicated to youth and workforce development.

### Duties and Responsibilities:

- Work closely with the Director of Youth Initiatives, of the Summer Youth Employment Program and CareerReady to lead and meet strategic youth workforce development initiatives at the College
- Maintain a standard of excellence for all programs, ensuring high-quality implementation and monitoring all program milestones/outcomes
- Recruit, interview, hire, train supervise, and evaluate team members
- Oversee successful program enrollment, ensuring all documentation is current and accurate to funders' regulations
- Provide oversight on the collection and analysis of program evaluation data, as dictated by the funders
- Maintain relationships with a network of schools, employer partners, community-based organizations, as well as, expand and manage external and internal partnerships
- In collaboration with the Youth Workforce Initiatives Director oversee related budget issues
- Plan and implement program enrollment & orientation for participants
- Ensure all program documentation is accurately recorded in funder database in an accurate & timely manner.

- Develop and manage program and data reports to provide routine updates to leadership.
- Work with the Director of Youth initiatives to monitor program performance and progress via data collection and reporting including making changes for improvement when necessary.
- Strong knowledge of data entry in DYCD contracted data systems (YEPS, DYCD Connect) including participant enrollment and attendance and ensure that all program goals and outcome targets are achieved
- Ensure all records including, participant files, and program certifications are up to date and in accordance with organizational and funding source requirements
- Monitor trends, best practices, government actions and legislative pertaining to youth workforce development, career readiness, college attainment, apprenticeship programs, etc.
- Collaborate with the Director of Youth Initiatives and senior leadership to strategize and write grants
- Perform any and all task deemed necessary by the Director of Youth Initiatives

## Other Duties

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## Qualifications

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- Master's degree required
- Strong demonstrated experience working with vulnerable youth learners (the economically disadvantaged and/or other high-needs populations) and the ability to actively and effectively engage on regular bases is required
- Minimum of three-five (3-5) years of relevant supervisory experience
- Strong confident leader and team-builder
- Highly organized, excellent management skills, and strong writing and verbal skills required
- Prior successful experience leading and overseeing DYCD programs and strong skillset in managing program operations; including development, implementation and evaluation.
- Ability to translate the vision of an operating plan and effectively communicate the details and timeline of establishing benchmarks and goals for accountability.
- Must be self-directed, results oriented, and have proven ability to prioritize and execute deliverables efficiently and timely with minimum supervision.
- Ability to Multitask, prioritize and meet deadlines
- Possess strong interpersonal, public speaking and relationship-building skills with the ability to communicate with a variety of stakeholders including program participants, staff, funders and program partners.

**Finger printing required upon offer and acceptance of the position.**