
| | |
|-----------------------|--|
| Job Title | Community Health Worker Training Manager |
| PVN ID | LA-2204-004692 |
| Category | Instruction and Social Service |
| Location | LAGUARDIA C. C. |
| Department | Workforce Development |
| Status | Full Time |
| Annual Salary | \$75,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | Jun 07, 2022 (Or Until Filled) |

General Description

Reporting to the Senior Director of Workforce Development, the Community Health Worker Training Manager oversees community health worker and related training initiatives, currently including the Community Health Worker for English Language Learners Program delivered in partnership with Commonpoint Queens under a Kresge Foundation grant, the community health worker track of the Education Design Lab, and the Community Health Worker Pipeline Development Program in partnership with the Institute for Community Living, with potential additional projects in the pipeline with Ellis High School and EngageWell IPA.

Duties:

- Oversee the delivery of community health worker and related training initiatives.
- Develop, implement, assess, and adjust strategies to ensure that program outcomes around enrollment, completion, learning, employment, advancement, and student and employer satisfaction are met.
- Build relationships with key employers in the sector to understand trends in labor market demand, to develop and adjust program design and curricula based on employer feedback, to develop contract opportunities with employers to train incumbent workers, to recruit instructors from industry, to offer internships to students, and to support students' transition to employment.
- Develop and launch new programs related to community health based on industry and student needs, as well as best practices for workforce development, and raise funding to support these programs through either grant-writing, market analysis for tuition-based courses, and/or direct sales to employers for contract training.
- Supervise instructors and an educational case manager.
- Maintain positive and effective collaborative relationships with internal and external stakeholders including other departments at LAGCC, other CUNY schools, industry associations, and community-based partners.
- Manage budgeting, reporting, and compliance to funders for grants and contracts and internal reporting, standards, and CUNY compliance for tuition programs.
- Engage in continuous quality improvement processes including collecting course evaluations from students and analyzing the results, observing instructors in the classroom and lab, and conducting post-

program surveys or focus groups with students and/or employers as needed. In partnership with team members and stakeholders, based on data collected, and with a focus on student needs, experiences, and outcomes, identify program areas needing improvement and recommend ways to address these areas, including participation in an annual program review.

- Develop recruitment strategies, oversee curriculum development, engage staff in continuous quality improvement, and participate in department-wide, division-wide, and college-wide initiatives as needed.

Other Duties

- Other duties as needed

Qualifications

- Bachelor's or Associate's degree and eight years' related experience.

Preferred:

- At least five years' experience in the community health or related sectors.
- Experience developing, implementing, and assessing workforce development training and education programs.
- Stellar project and partnership management skills with a proven track record of managing collaborative projects.
- Relationships with employers and instructors in the relevant sectors.
- Experience supervising a team and supporting staff development.
- Grants management and grant-writing experience.
- Student centered, collaborative, and data driven approach to workforce development.
- Understanding of best practices for adult learning.

Please submit cover letter along with your resume.