
Job Title	Elmezzi Career Fellows Program Coordinator
PVN ID	LA-2209-005079
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Center for Career & Professional Develop
Status	Full Time
Annual Salary	\$40,000.00
Hour(s) a Week	35
Closing Date	Nov 12, 2022 (Or Until Filled)

General Description

Reporting to the Director for the Center for Career & Professional Development, the Elmezzi Career Fellows Program Coordinator is responsible for coordinating and promoting the Elmezzi Career Fellows program at LaGuardia Community College, giving program participants work experience, financial stability, and career preparation content.

This is a grant-funded program through the Elmezzi Foundation under the umbrella of LaGuardia's SOAR Experiential Learning Program.

Using the existing structure of the successful CUNY Service Corps and SOAR Experiential Learning programs, the primary responsibilities include the following:

- Recruit and select a cohort of 20 Long Island City High School alumni/ae in partnership with Zone 126 and students who live in the areas of Astoria and Long Island City;
- Assist with engaging, onboarding, training, and supporting selected students to start the program;
- Conduct regularly scheduled individual or group career and academic advising/debriefing sessions to engage students in meaningful reflections on and discussions about their engagement experiences, personal development, and community contributions;
- Support the Career Fellows cohort as they complete their year-long internship placement with local community-based organizations;
- Prepare students for internship experiences through workshops, online trainings, and mentorship;
- Support enrolled students and alumni in attaining jobs after program completion;
- Establish an alumni engagement strategy;
- Engage interested students in a variety of career exploration and career success activities focused on the non-profit sector;
- Assist with the creation of operations plan each year;
- Submit programmatic data regularly;
- Manage college-based administrative processes;
- Participate in program meetings, events, and other activities, as needed.

Other Duties

Qualifications

- Bachelor's degree in counseling, higher education administration, or related field required and no fewer than three (3) years of progressively responsible experience of related work, three years of experience working with students in the career and technical programs of study preferred; **OR**,
- An advanced degree in a related field of study from an accredited institution, an appropriate certification of specialization, and one (1) year of experience performing responsible related work
- Ability to effectively counsel/advise college students in areas of career planning and academic development required
- At least two years of experience in advising, counseling, or career services required; two to three years of experience working with students in the career and technical programs of study preferred
- Understanding of career development theory required
- Demonstrate ability to use assessment instruments, computerized career guidance systems, and online tools such as Microsoft Teams, Zoom, and Blackboard Collaborate
- Excellent counseling, communication, presentation, and organizational skills required