

<b>Job Title</b>	Education Specialist
<b>PVN ID</b>	LA-2211-005222
<b>Category</b>	Managerial and Professional
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Workforce Education Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,200.00 - \$61,200.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 31, 2023 (Or Until Filled)

## General Description

LaGuardia Community College is seeking an Education Specialist for the Summer Youth Employment Program (SYEP), which operates mainly during summer months as well as additional program activities that operate year-round. The SYEP is a dynamic and highly engaging virtual program that offers opportunities for young adults to learn new skills, explore potential careers, and earn money in the summer.

Reporting to the Director, the Education Specialist will organize, implement and supervise the virtual and in-person education and training components of youth programs designed for younger and older youth. The primary role of the Education Specialist is to work with the Service-Learning facilitators and ensure that participants complete their projects and other assignments. Additional workshop preparation is required for programs other than the SYEP,

Plans and coordinates public, professional, or community related educational programs. Develops curricula, prepares relevant presentations and materials, and organizes and delivers and/or facilitates classes, workshops, seminars, and other training services. Provides student advisement and associated services as appropriate. May research and prepare grant proposals or promotional material.

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

- Attend all DYCD educational trainings as required; evaluating varied educational materials provided by DYCD
- Coordinate and collaborate with facilitators in the development, implementation, and modification of the online learning plans designed for 14–24-year-old youth
- Meet with the Lead Education Specialist and team of facilitators to ensure appropriate delivery of all educational content as stipulated by DYCD
- Confirm participants' learning, educational and performance outcomes are achieved.
- Assist in the recruitment and interviewing of new facilitators as needed
- Co-facilitate training workshops in the use of materials and teaching methods
- Meet with participants in all programs (in-person & virtual) to discuss their progress
- Train, mentor, and evaluate facilitators

- Maintain strong relationships with program staff to ensure that all participants have successful outcomes
- Review related workforce curricula for possible adoption/incorporation

## Other Duties

---

## Qualifications

---

### Knowledge, Skills and Abilities Required:

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of academic and/or vocational education curricula.
- Records maintenance skills.
- Ability to draw conclusions and make recommendations based on research data and findings.
- Skill in the use of personal computers and related software applications.
- Ability to initiate, plan, organize, prioritize, and implement assignments.
- Knowledge of communication principles, media, and marketing techniques.
- Skill in organizing resources and establishing priorities.
- Ability to manage and facilitate educational programs.
- Knowledge of principles and procedures related to student advisement and/or related services.
- Strong ability to meet time sensitive deadlines and to work collaboratively with a wide variety of educational partners
- Advanced writing and editorial skills.

### Minimum Job Requirements:

- Bachelor's degree required; Masters' degree preferred and at least 3 years of experience directly related to the duties and responsibilities specified.

**A BACKGROUND CHECK AND FINGERPRINTING ARE REQUIRED PRIOR TO ACCEPTANCE OF THE POSITION.**