
Job Title	Program Coordinator
PVN ID	LA-2301-005336
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Workforce Development
Status	Full Time
Annual Salary	\$60,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Aug 12, 2024 (Or Until Filled)

General Description

The Division of Adult and Continuing Education at LaGuardia Community College is seeking a full-time Program Coordinator for the Mother Cabrini for the Community Health Workers Training Certificate (CHW) in the Workforce Development Department. Individuals participate in this program in order to prepare themselves for employment as Community Health Workers. Through the program, students earn a certificate and an opportunity to continue their education with CUNY by earning nine college credits towards an Associate's degree in Human Services at LaGuardia, while also receiving internship experiences, career development support, and connections to healthcare industry employment opportunities. The current version of the program offered combines Community Health Worker Training with English for Speakers of Other Languages education in order to open up access to the field for immigrant communities.

Under the direction of the Community Health Worker Training Manager, the Program Coordinator is responsible for recruitment and assessment, case management and student support, curriculum review, collaborating with internship sites, and administrative support for the program. Among different responsibilities of the Program Coordinator are intake and screening activities, communication with students, coaching students and connecting them to resources, onboarding students to training and internships, tracking student outcomes, and providing career counseling focused on community health work, as well as guiding students through a variety of courses, internships, and employment opportunities in the community.

Key responsibilities include, but are not limited to the following:

- Manage the recruitment and assessment of program applicants via information sessions, reading assessments, and in-person interviews.
- Communicate information to applicants regarding the intake process.
- Collaborate with the other staff to provide support to students to aid retention in the program via in-person, phone, email, Zoom, and virtual communications. Provide coaching and encouragement to students; connect students to resources needed; and trouble-shoot barriers to success with students.
- Work collaboratively with LaGuardia's Center for Immigrant Education and Training (CIET) and other departments as well as community and employer partners to ensure goals are met

- Support Training Manager in curriculum development and review and teacher supervision to ensure effective instruction.
- Collect and manage student data; track student progress, including attendance, grades, internship hours completed, and employment.
- Provide administrative support for program activities

Other Duties

- Other duties as assigned

Qualifications

- Bachelor's Degree required; Master's Degree preferred
- Three (3) years' experience in working with unemployed or underemployed New Yorkers in a training, education, or workforce development program.
- Two (2) years' experience providing counseling, coaching, or case management services
- Knowledge of the public and community health field
- Excellent oral and written communication skills
- Excellent interpersonal and organizational skills
- Good technology skills, with a high level of proficiency in Microsoft Office including MSWord and MS Excel spreadsheets
- Demonstrated interest in working with diverse communities and supporting the success of underserved populations
- Flexible and able to work some evening and/or weekend hours
- Experience providing health education, harm reduction, or community health services a plus
- Experience working with young adults and English language learners a plus.
- Bi-lingual a plus

This is a grant-funded position, currently funded until December 2023, with the possibility of renewal.

To apply please visit www.rfcuny.org/Careers and submit an application online. Please provide a cover letter and resume.