
Job Title	Project Coordinator
PVN ID	LA-2305-005618
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Annual Salary	\$65,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Sep 18, 2023 (Or Until Filled)

General Description

LaGuardia Community College's Workforce Education Center is seeking a Project Coordinator for the CareerReady Summer Youth Employment and year- round Work, Learn & Grow Programs. These programs will offer youth opportunities to learn new skills, explore potential careers and earn money for summer and/or year-round. Schools currently included in the portfolio are Chelsea Vocational & Technical High School, located in Manhattan and LaGuardia's Middle College & International High Schools.

The CareerReady Project Coordinator will report to the Summer Youth Employment Program Director to manage and coordinate the strategic and overall daily operations of the CareerReady program. The Project Coordinator will collaborate closely with the high school administration at the designated schools to oversee the delivery of comprehensive services that will incorporate components of curriculum created by Chelsea, Middle & International High Schools as well as LaGuardia Community College's Division of Adult & Continuing Education's Workforce Education Center.

RESPONSIBILITIES INCLUDE:

- Development of CareerReady program goals, objectives, and long-range plans.
- Coordinate and execute education projects for the CareerReady program.
- Liaise with third parties such as Chelsea, Middle College & International high Schools as well as other schools that might be added to the portfolio.
- Ensure that there is a consistent high standard of quality and accuracy for all components of the program.
- Must be highly organized with the ability to work effectively with staff, associates, Department of Education liaisons and internal/external constituents.
- Effective communicator; written and verbal.
- Experienced in hiring, training, supervising, and assessing personnel.
- Be a creative, strategic, and analytical thinker with the ability to manage multiple projects.
- Ability to work under deadlines with changing priorities.
- Knowledge of principles and practices related to youth development and educational issues.

Other Duties

Qualifications

Desired Knowledge, Skills and Abilities

- Excellent Interpersonal, oral, and written communication skills
- Excellent decision-making and educational planning skills
- Strong ability to meet time sensitive deadlines and to work collaboratively with a wide variety of program partners
- Strong computer proficiency, especially in Microsoft Office

MINIMUM QUALIFICATIONS:

Bachelor's degree required in the field of education, social work, or a related field. MA/MS degree preferred. At least four-five years of programmatic experience working with young adults between the ages of 14 & 24. At least two of those years working in a supervisory capacity or its equivalent. Flexible schedule and some evening and weekend hours required.

FINGERPRINTING AND BACKGROUND CHECK REQUIRED WITHIN THIRTY (30) DAYS UPON ACCEPTANCE OF THE POSITION