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<b>Job Title</b>	Senior Program Coordinator
<b>PVN ID</b>	LA-2307-005711
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Workforce Education Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$60,000.00 - \$70,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 05, 2023 (Or Until Filled)

## General Description

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LaGuardia Community College's Workforce Education Center is seeking a Senior Program Coordinator for the Workforce Education Center. This position assists the Summer Youth Employment Program (SYEP) Director and Executive Director with oversight of the day-to-day operations of the Center. Specifically, this position has total responsibility for the Community-Based and Emerging Leaders' components of SYEP. This position operates beginning in January and continues through September. Additional program activities operate during the remaining months of the year. This is a full-time year-round position. The SYEP and WLG programs are dynamic and highly engaging hybrid programs that offer opportunities for young adults to learn new skills, explore potential careers and earn money during the summer months. The program continues into the school year with funding for the Work, Learn & Grow Program.

Reporting to the Director of Youth Initiatives, the Senior Program Coordinator will work closely with the management team to ensure that quality education and support services are provided to our young adults. This position will lead and coach workforce development staff, responsible for introducing youth ages 14-24 to career pathways and employment opportunities, while strengthening or establishing new workforce development programs for the youth. Additionally, the Senior Program Coordinator will foster strong relationships with a multitude of stakeholders to include external and internal members, represent the Center and collaborate with other divisions and departments within the college, and serve as a national thought leader on youth development and workforce initiatives.

The successful candidate will have experience in overseeing grant-funded youth workforce development programs, grant writing, and must be dedicated to youth and workforce development.

### Duties and Responsibilities:

- Work closely with the Director of Youth Workforce Initiatives and Director of the Summer Youth Employment Program and CareerReady Coordinator to lead and meet strategic youth workforce development initiatives at the College.
- Maintain a standard of excellence for all programs, ensuring high-quality implementation and monitoring all program milestones/outcomes

- Assist with Recruiting, interviewing, hiring, training & supervising, and evaluating team members
- Monitor program quality by reporting on enrollment and retention levels
- Coordinate and oversee program activities through assigned staff.
- Develop and facilitate workshops, meetings or conferences that lead to professional development opportunities for staff
- Evaluate assigned staff on an annual basis or as needed
- Work closely with the SYEP Director to evaluate program effectiveness
- Coordinate orientation for onboarding new staff
- Attend DYCD meetings as required by the funders
- Coordinate various event details including post-SYEP workshops in collaboration with Educational Facilitators
- Develop, maintain, and report on quantitative and qualitative performance measures
- Develop and manage program and data reports to provide routine updates to leadership
- Work with the Director/Executive Director to monitor program performance and progress via data collection and reporting including making changes for improvement when necessary
- Strong knowledge of data entry in DYCD contracted data systems (YEPS, DYCD Connect) including participant enrollment and attendance and ensure that all program goals and outcome targets are achieved
- Ensure all records including, participant files, and program certifications are up to date and in accordance with organizational and funding source requirements
- Monitor trends, best practices, government actions and legislative pertaining to youth workforce development, career readiness, college attainment, apprenticeship programs, etc.
- Collaborate with the Director/Executive Director and senior leadership to strategize and write grants
- Work closely with the senior staff to insure that the audit process for program follow-up is met according to funders regulations
- Perform all tasks deemed necessary by the Director

## Other Duties

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## Qualifications

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- Bachelor's degree required; working towards a Master's degree preferred
- Strong demonstrated experience working with vulnerable youth learners (the economically disadvantaged and/or other high-needs populations) and the ability to engage on a regular basis actively and effectively is required
- Minimum of five-seven (5-7) years of relevant supervisory experience
- Strong confident leader and team-builder
- Highly organized, excellent management skills, and strong writing and verbal skills required
- Prior successful experience leading and overseeing components of a DYCD program/s and strong skillsets in managing program operations; including development, implementation, and evaluation.
- Must be self-directed, results oriented, and have proven ability to prioritize and execute deliverables efficiently and timely with minimum supervision.
- Ability to multitask, prioritize and meet deadlines
- Possess strong interpersonal, public speaking and relationship-building skills with the ability to

communicate with a variety of stakeholders including program participants, staff, grant-funders, and program partners.

Finger printing and background check required within thirty (30) days of acceptance of the position.