
Job Title	Emerging Leaders Program Assistant
PVN ID	LA-2307-005713
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Annual Salary	\$55,000.00 - \$57,000.00
Hour(s) a Week	35
Closing Date	Nov 10, 2023 (Or Until Filled)

General Description

LaGuardia Community College's Workforce Education Center is seeking a Program Assistant for the Emerging Leaders - vulnerable youth population that is one the contracts with the 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.

The Emerging Leaders-Vulnerable Youth population is aimed at empowering and mobilizing young people-particularly those in vulnerable situations. This position will provide day-to-day leadership of this component.

The Program Assistant will report to the Summer Youth Employment Program Director to manage and coordinate the strategic and overall daily operations of the Emerging Leaders program. This position will collaborate closely with city agencies (DOP, ACS, Department of Homeless Shelters, private & public foster care agencies, the New York City Department of Education, Mayor's Office to End Violence and Close to Home Programs) for recruitment, selection and enrollment purposes.

RESPONSIBILITIES INCLUDE:

- Development of Emerging Leaders program goals, objectives, and long-range plans.
- Coordinate and execute education projects developed for the Emerging Leaders Program.
- Liaise with third parties to provide consistency to the program.
- Ensure that there is a consistent high standard of quality and accuracy for all components of the program.

Other Duties

Qualifications

- Bachelor's degree required in the field of education, social work, or a related field.
- MA/MS degree preferred.
- At least three-four-years of programmatic experience working with young adults who are considered at-risk and are 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.
- Must be highly organized with the ability to work effectively with staff, associates, Department of Education liaisons and internal/external constituents.
- Experienced in hiring, training, supervising, and assessing personnel.
- Ability to work under deadlines with changing priorities.
- Knowledge of principles and practices related to youth development and educational issues especially for the vulnerable youth population.

Preferred Knowledge, Skills and Abilities:

- Superb project management and organizational skills. Attention to detail and follow-through ability including management of paper flow and time
- Excellent Interpersonal, oral, and written communication skills
- Strong analytical abilities, including clear judgment and creative
- 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
- Exceptional interpersonal skills, collegial, energetic, flexible, motivated, and able to develop productive relationships with colleagues, grantees, consultants, and others who contribute to program development and management. Can work independently and as part of a team, and welcomes opportunities to work across diverse cultures
- Strong analytical abilities, including clear judgment and creative thinking.
- Be a creative, strategic, and analytical thinker with the ability to manage multiple projects.
- Strong computer proficiency, especially in Microsoft Office Suites.

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