
Job Title	Senior Program Coordinator - CareerReady
PVN ID	LA-2310-005945
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	Jan 18, 2024 (Or Until Filled)

General Description

LaGuardia Community College's Workforce Education Center is seeking a Senior 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 Senior 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 Senior 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 virtual and in-person training sessions and meetings with all concerned parties
- Coordinate and execute education projects for the CareerReady program.
- Liaise with third parties such as Chelsea, I School, 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.
- Tracking of participants data in conjunction with public-school partners.
- Monitor program progress and handle any issues that arise.
- Works closely with the Employment Specialist to ensure that all students are placed in internships that meet their interests, skills, and abilities
- Make sure that students needs are met as program evolves.
- Quickly and professionally resolve issues that may arise between students and their worksites
- Create and update records and databases with student data

Other Duties

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.
- 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.
- 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.

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