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<b>Job Title</b>	Program Coordinator
<b>PVN ID</b>	LA-2402-006144
<b>Category</b>	Managerial and Professional
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Workforce Development
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$62,400.00 - \$62,400.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 08, 2024 (Or Until Filled)

## General Description

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LaGuardia Community College's (LAGCC) mission is to educate and graduate one of the most diverse student populations in the country to become critical thinkers and socially responsible citizens who help to shape a rapidly evolving society. LAGCC Division of Adult & Continuing Education (ACE) seeks a full-time Program Coordinator with strong organizational and writing skills for the offshore wind and solar training course portfolio.

**Wind industry status:** The offshore wind industry is positioned to take off in the United States and the NYC metro area over the next five years, creating hundreds of thousands of new job opportunities for which there is no existing skilled workforce and little current training capacity. Seventy-five percent of the jobs created are in installation, repair and maintenance; management; and production, with the largest share going to installation, repair, and maintenance, and a heavy emphasis on technician-level roles that require some training but not necessarily a college degree. One of the largest occupations in terms of local hiring will be wind service technicians involved in the ongoing maintenance and service of wind turbines.

**Solar industry status:** Solar photovoltaic installers assemble, implement and maintain solar panels, which convert rays from the sun into energy, on the rooftops of homes and other buildings. Although installers typically need a high school diploma, some take courses at a technical school or community college. Installers typically receive on-the-job training lasting up to 1 year. Employment of solar photovoltaic installers is projected to grow 22 percent from 2022 to 2032, much faster than the average for all occupations. About 3,500 openings for solar photovoltaic installers are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.\*

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the supervision of the Associate Director; Construction, Transportation and Green Jobs Training, the Program Coordinator will be responsible for the day-to-day management of the Division's Solar and Wind certificate programs, outlined below:

## Coordination Duties

- Marketing and recruitment – with the support of ACE, assist in the dissemination of any marketing materials, including print and social media, designed to garner interest in the programs. Ensure that any online information is up-to-date and accurate. Coordinate intake and assessment schedules and plan and participate in recruitment events both on and off campus. Conduct interviews and select viable candidates.
- Instructors – maintain steady communication with instructors for the program, to ensure that their needs are being met, and to troubleshoot any interpersonal issues which may arise between students.
- Payroll – ensure instructors timesheets are submitted and troubleshoot any issues.
- Funders – participate in any meetings with grant- or contract-supported program funders, and prepare any necessary milestone reports.
- Reporting – ensure accurate inputting of student data in Xenegrade.
- Case-management – support students through the process of enrollment through to employment. Act as point person for students who may require support services utilizing LaGuardia's resources or external organizations, as necessary. Ensure attendance is collected and address any obstacles students have with attendance or tardiness.

## Other Duties

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- Communicate professionally via telephone, email, and in-person with staff, enrollees and partners;
- Complete related tasks as requested by the funder, Associate Director and/or Senior Director, Adult & Continuing Education.

## Qualifications

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- Ability to work independently and collaboratively in a demanding and complex work environment, to carry out complex assignments in a timely manner; and to adapt to changing situations and priorities;
- Demonstrated interest in working with under-served populations;
- Possess excellent interpersonal, communication, organizational, time-management skills, as well as strong work ethic and commitment to success;
- Ability to analyze data for continuous program improvement;
- Computer skills should include MS Office suite (Word, Excel, Access, PowerPoint);
- Ability to keep all matters related to participants confidential;
- Ability to communicate effectively by conveying simple to complex concepts/processes to students, staff, or other stakeholders as well as listen and respond to concerns/ideas of others. Participate in meetings;
- Ability to respond calmly to emergencies and to fashion solutions for student, instructional, administrative, or technical problems; ability to seek assistance when needed;
- Is consistently at work/meetings/appointments and on time; ensuring work responsibilities are covered when absent;
- Completes work within established deadlines;

## MINIMUM EDUCATION/EXPERIENCE REQUIRED

- LaGCC is seeking a professional who has a minimum of 3 years of experience working in Workforce Development programming, as well as some professional experience as an educator, -OR-
- A Bachelor degree in a directly related field of study from an accredited institution, an appropriate certification or specialization, and one (1) year experience performing responsible related work; AND possession of the core competencies determined to be required at the time of hire.
- Spanish language a plus.

\*Source: <https://www.bls.gov/ooh/construction-and-extraction/solar-photovoltaic-installers.htm>