

Job Title	Senior Education Specialist
PVN ID	LA-2409-006481
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Annual Salary	\$68,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Dec 12, 2024 (Or Until Filled)

General Description

This position serves as a Coordinator for the Younger Youth component of the Summer Youth Employment Program (SYEP) which operates mainly during summer months however, post-program activities operate year-round. The SYEP is a dynamic and highly engaging in-person and virtual program that offers opportunities for young adults to learn new skills, explore potential careers, and earn money in the summer. This position also has responsibility for the SYEP PTD (Professional Training Development) component that is totally virtual and operates for older youth who are not successful in the job placement arena of SYEP. This position reports to the SYEP Program Director and oversees the virtual and in-person education and training components of youth programs designed for younger and older youth.

Duties and Responsibilities:

- Plans and designs in collaboration with Ed. Specialist staff curricula for educational programs, researches and defines educational goals, objectives, and methodologies to meet program goals.
- Provide project leadership in all aspects of planning, preparation, coordination, and execution of multiple projects and anticipate needs as driven by project work plans.
- Independently manage resources and be able to deliver all components of basic and stand-alone projects.
- Assess, develop, design, and improve education curriculum.
- Effectively facilitates educational programs, including workshops and conferences.
- Create work plans including project staffing, project approach, and resource requests to be reviewed with the SYEP Director.
- Develops methods to evaluate education materials and training to apply lessons learned for refinement of subsequent trainings.
- Development of Project-Based Learning classes for over 1,100 Summer Youth, Employment Program (SYEP) and Work, Learn & Grow students.
- Evaluate and provide recommendations to improve curriculum planning, individual lessons, and teaching methods.
- Oversee two-three Education Specialist to ensure that program milestones are met.

- Provides student advisement and support services, serves as a student liaison and advocate with faculty, staff, and parents of SYEP students
- Develop and oversee the interview process for hiring SYEP program facilitators.
- Responsible for analyzing data and developing projects based on data outcomes.
- Creates, edits, and coordinates the development of promotional materials and educational materials, training manuals, newsletters and/or brochures as appropriate to the program.
- Assists with grant and/or proposal writing as appropriate to the objectives and funding nature of the program.
- Responsible for SYEP post-program workshop/s.

Other Duties

- Perform other duties as assigned

Qualifications

- Bachelor's degree and at least 4-5 years of work experience directly related to the duties and responsibilities specified.
- Master's degree in a related field preferred.
- At least 3-4 years of supervisory experience working with youth between the ages of 14 and 24.
- Ability to manage and facilitate educational programs.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of academic and/or vocational education curricula development.
- Ability to draw conclusions and make recommendations based on research data and findings.
- Strong work ethic, program planning and implementation skills.
- Skilled in the use of personal computers and related software applications.
- Knowledge of communication principles, media, and marketing techniques.
- Skilled in organizing resources and establishing resources.
- Knowledge of principles and procedures related to student advisement and/or related services.
- Advances writing and editorial skills.

Fingerprinting is required prior to or within the first 30 days of employment