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<b>Job Title</b>	Education Specialist
<b>PVN ID</b>	LA-2501-006654
<b>Category</b>	Managerial and Professional
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Workforce Education Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$64,000.00 - \$64,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 26, 2025 (Or Until Filled)

## General Description

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LaGuardia Community College is seeking an Education Specialist for the Summer Youth Employment Program (SYEP), which operates mainly during summer months as well as additional program activities that operate year-round. The SYEP is a dynamic and highly engaging program that offers opportunities for young adults to learn new skills, explore potential careers, and earn money in the summer.

### Position Overview:

Reporting to the SYEP Senior Education Specialist, the Education Specialist will be responsible for organizing, implementing, and supervising both virtual and in-person educational and training components for youth programs targeting participants aged 14 to 24. The Education Specialist will work closely with Service-Project-Based Learning facilitators to ensure participants complete their project-based learning activities and assignments. Additional workshop preparation is required for programs outside of SYEP.

Plans and coordinates public, professional, or community related educational programs. Develops curricula, prepares relevant presentations and materials, and organizes and delivers and/or facilitates classes, workshops, seminars, and other training services. Provides student advisement and associated services as appropriate. May research and prepare grant proposals or promotional material upon request.

### About LaGuardia Community College

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers more than sixty associate degree and certificate programs, as well as dozens of workforce training, ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 25,000 students. More than one-third of our degree-seeking students were born outside of the United States, coming to LaGuardia from 136 countries and speaking forty-three heritage languages. More than half are first-generation college students. Sixty-nine percent live in Queens; the rest live in Brooklyn and beyond. Approximately two-thirds of our degree students receive financial aid. Since forty-five percent of them identify as Hispanic, the US Department of Education has designated LaGuardia a Hispanic-Serving Institution. Please visit [www.laguardia.edu](http://www.laguardia.edu) to learn more.

## Other Duties

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- Attend all DYCD educational trainings as required; evaluating varied educational materials provided by DYCD
- Coordinate and collaborate with facilitators in the development, implementation, and modification of the learning plans designed for 14–24-year-old youth.
- Meet with the Senior Education Specialist and team of facilitators to ensure appropriate delivery of all educational content as stipulated by DYCD.
- Confirm participants' learning, educational and performance outcomes are achieved.
- Assist in the recruitment and interviewing of SYEP facilitators as needed
- Train, mentor, and evaluate facilitators to ensure high- quality delivery of educational content.
- Co-facilitate training workshops in the use of materials and teaching methods.
- Meet with participants in all programs (in-person & virtual) to discuss their progress.
- Maintain strong relationships with program staff to ensure that all participants have successful outcomes.
- Review related workforce curricula for possible adoption/incorporation.
- Other duties as assigned.

## Qualifications

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### **Knowledge, Skills and Abilities Required:**

- Ability to analyze research data, draw conclusions, and provide well-founded recommendations.
- Strong work ethic, with effective program planning and implementation skills.
- Proficiency in the use of personal computers and relevant software applications.
- Comprehensive knowledge of communication principles, media, and marketing techniques.
- Skill in organizing and managing resources, as well as establishing priorities.
- Expertise in principles and procedures related to student advisement and related services.
- Advanced writing and editorial skills.
- Ability to initiate, plan, organize, prioritize, and execute assignments effectively.
- Proven ability to manage and facilitate educational programs successfully.
- Strong aptitude for meeting time-sensitive deadlines while collaborating with a diverse range of educational partners.

### **Minimum Job Requirements:**

- Bachelor's degree required; Masters' degree preferred
- At least 3-4 years of experience working with youth between the ages of 14 and 24

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