

Job Title	Senior Project Coordinator
PVN ID	LA-2501-006674
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	Feb 26, 2025 (Or Until Filled)

General Description

LaGuardia Community College's Workforce Education Center is seeking a Senior Project Coordinator for the Emerging Leaders – (Special Initiatives) Summer Youth Employment Program population. This is one of the contracts with the Summer Youth Employment and year-round Work, Learn & Grow Programs. These programs offer youth opportunities to learn new skills, explore potential careers and earn money for summer and/or year-round employment. The Emerging Leaders-Special Initiatives youth population is aimed at empowering and mobilizing young people, and particularly those in vulnerable situations. This position will provide day-to-day leadership of this component.

POSITION OVERVIEW:

The Senior Project Coordinator 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 Services, 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.

Other Duties

- 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.
- Organize with the ability to work effectively with staff, associates, Department of Education liaisons and internal/external constituents.
- Experienced in training, supervising, and assessing personnel.
- Ability to work under deadlines with changing priorities.

- Write internal communications documents, including handouts and emails, to inform team members of important notices.
- Review materials created by others and offer suggestions for improvement.
- Conduct regular analysis of program processes and procedures, adjusting when necessary for the Emerging Leaders population.
- Perform other relevant duties as required.
- Establish contact lists of collaborators and update information periodically.

Qualifications

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and practices related to youth development and educational issues especially for the Emerging Leaders youth population
- Superb project management and organizational skills.
- Attention to detail and follow-through ability including management of data flow and time
- 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
- Exceptional collegiality, 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 Suite.

MINIMUM 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.

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

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 to learn more.