
Job Title	Bronx Recovery Corps Coordinator
PVN ID	LE-2111-004379
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	International Programs & Career Explorat
Status	Part Time
Hourly Rate	\$25.00-\$32.00
Hour(s) a Week	25.00-30.00
Closing Date	Feb 03, 2022 (Or Until Filled)

General Description

About Grant/Project:

As the Bronx and the City look to work towards a broader economic recovery, Bronx college students have an important role to play in the borough and city's revitalization. In order to position them as key contributors and beneficiaries of the city's economic recovery, Lehman College partnered with regional employers for the Bronx Recovery Corps (BRC). Participation in the Bronx Recovery Corps prepares Lehman students for career pathways linked to New York City's recovery, organized by occupation, and aligned with critical, employer-recognized skills and competencies. The successful applicant will report to the Director of International Programs and Community Engagement with a dotted line reporting to the Director for the Career Exploration and Development Center. The Bronx Recovery Corps Coordinator will work part-time, approximately 25 - 30 hours a week through 06/30/22. Note that this position is temporarily remote.

Duties:

- Partner with internal Lehman College and external community stakeholders to oversee program coordination of the Bronx Recovery Corps and streamline workshop delivery to students
- Lead recruitment and selection of Lehman students for the program
- Lead the matching of students to employers
- Develop partnerships, and serve as primary liaison to employers; support and monitor their involvement in and execution of various program aspects
- Manage logistics of program for all students and employers including workshop scheduling, orientation, onboarding, timesheet submission, and other administrative requirements as needed
- Prepare and deliver community engagement and career preparation workshops once per month in collaboration with faculty
- Serve as primary point person to students during the academic year, helping them to navigate challenges at their placement sites
- Help manage the program budget and coordinate purchasing, accounting, and reconciliation
- Maintain accurate record of program participation and report on student and employer outcomes at the

end of the semester, which will be shared with the Office of Provost and other internal and external stakeholders

- Promote program to students for future semesters based on targeted goals by partnering with faculty, clubs, and other on-campus programs
- Communicate program mission, goals, and outcomes to diverse audiences via presentations, written reports, social media posts, web communications, etc.

Other Duties

Other duties as assigned

Qualifications

- Bachelor's degree and four years' related experience required or Master's with 1-2 year's related experience
- Experience in career development, employer relations, community engagement and/or project management in a college setting preferred with an ability to connect classroom learning (theory) to practice
- Ability to assess programs using surveys, pre/post-tests, rubrics, etc.
- Familiarity with technology such as Microsoft Office 365, Simplicity, MS Office (Word and Excel, PowerPoint), MS Forms etc., for reporting and delivery of workshops
- Knowledge of current trends surrounding Community Engagement and Career Development, the Bronx, COVID-19 and related employment trends to guide students
- Understanding of grant-funded programs a plus