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<b>Job Title</b>	Coordinator
<b>PVN ID</b>	ME-1811-002819
<b>Category</b>	Instruction and Social Service
<b>Location</b>	MEDGAR EVERS COLLEGE
<b>Department</b>	Summer Youth Employment Program/ Work Le
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 26, 2019 (Or Until Filled)

## General Description

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This role will serve to provide administrative coordination and support to the Program Director of day to day activities of the Summer Youth Employment Program at Medgar Evers College. The Summer Youth Employment Program (SYEP) is a DYCD (Department of Youth and Community Development) initiative that provides New York City youth between the ages of 14 and 24 with paid summer employment for up to six weeks in July and August. Participants work in entry-level jobs in a variety of industries including Arts and Recreation, Healthcare/Medical, Marketing, Media/Entertainment, Real Estate etc. SYEP also provides workshops on job readiness, career exploration, financial literacy, and opportunities to continue education and social growth. This position requires an individual to be detailed oriented, have critical thinking skills, and exercise the ability to fulfill the duties and responsibilities assigned.

## Other Duties

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- Assist in planning, preparing, attending, and presenting at meetings, orientations, conferences and other events.
- Assist in data management.
- Develop and implement processes to improve and streamline administrative operations under Director's supervision.
- Input data to DYCD database.
- Verifies Payroll for Staff and participants.
- Contribute to project reporting, presentation, and dissemination
- Train staff on intake process of Summer Youth Participants.(e.g. I9, W4, all Federal, State, and City mandated forms and information, terminations, etc.).
- Attend DYCD meetings, trainings, and workshops.

## Qualifications

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- Bachelor's degree from an accredited institution in Business Administration, Public Administration, or related field.
- Two years or more of experience working with youth ages 14-24.
- Ability to organize, prioritize, and coordinate day-to-day projects and assignments with attention to detail.
- Ability to handle complaints, resolve conflicts.
- Ability to handle multiple tasks that are time sensitive and meet deadlines; ability to follow-up as needed and take responsibility for completing assignments..
- Detailed oriented
- Experience with Microsoft Word and Excel.
- Excellent oral and written communication skills; ability to communicate effectively with with diverse audiences.
- Experience with DYCD'S database system.