
Job Title	Program Developer, Special Initiatives SYEP
PVN ID	ME-1904-003021
Category	Managerial and Professional
Location	MEDGAR EVERS COLLEGE
Department	SPCD
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jun 02, 2019 (Or Until Filled)

General Description

The Summer Youth Employment Program (SYEP) is important for low income youth who may face multiple barriers to obtaining early work experiences. Youth benefit from workforce development programs that offer hands-on exposure, paid internships and work experience, access to jobs skills training, and opportunities to develop social, civic, and leadership skills. Additionally, developmentally appropriate, robust work experiences can help promote a college-bound culture and build useful transferable competencies such as leadership, teamwork, critical thinking, problem-solving, and communication. For this new initiative, Medgar Evers College partners with the Department of Youth and Community Development (DYCD) to implement the Special Initiatives SYEP for MAP programs in NYCHA. Medgar Evers College is an equal opportunity employer and is committed to building a safe, inclusive working environment for the people of all backgrounds.

The Program Developer will work with the Director in developing the educational and guidance activities that will be implemented in order to meet the mandates of the program. Maintain data base for DYCD, oversee site monitors, conduct workshops, and schedule workshops for staff and participants. Attend monthly DYCD and College meetings, Promote the program by attending school and/or community meetings, open houses, and functions in and out the community. Assist with all reporting and deliverables.

Other Duties

- Create schedule for project-based learning for younger and older youth
- Work with SYEP Director to seek out and design comprehensive learning experiences.
- Consult with MEC faculty as necessary to maximize educational learning experience for participants
- Prepare and maintain comprehensive records for all education programs and provide training to all staff members and monitor all youth educational programs.
- Evaluate all learning activities for adherence to DYCD SYEP standards.

Qualifications

Bachelor's degree or higher, in addition to a minimum of two (2) years of related experience which may include, but need not be limited to, developing project-based experiences, service learning projects, in-classroom workforce development experiences, worksite development, providing career coaching and counseling, and working in the field of education and youth workforce development.