

Job Title	Program Associate
PVN ID	NY-2209-005093
Category	Administrative Services
Location	NYC COLLEGE OF TECHNOLOGY
Department	Business & Industry Workforce Training C
Status	Full Time
Annual Salary	\$50,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Feb 22, 2023 (Or Until Filled)

General Description

The Business and Industry Workforce Training Center (BIWTC) within the Division of Continuing Education is the college's outreach to the general community, including community residents and the public, nonprofit and private sectors. In creating linkages to community and city agencies, unions, and cooperation, BIWTC can develop programs that serve targeted populations- particularly historically marginalized groups (women and minorities) to educate and train them for emerging careers or projected to grow. The BIWTC also works with academic departments to develop appropriate training that meets the needs of private, public, and nonprofit sectors, enhancing the opportunities for learners to secure employment.

The Business and Industry Workforce Training Center seeks a team-oriented professional to provide administrative support for economic and workforce development projects. Under the Director's direct supervision, the **Program Associate** will support the BIWTC team by engaging job seekers to maintain employment, wage gain, and career progress consistent with their vocational goals.

Other Duties

Essential Functions:

- Work with the BIWTC director to support the completion of grant-funded projects.
- Assist with drafting budgets and managing grants
- Work with staff and program partners to implement project deliverables
- Monitor and report on progress, analyze data, make suggested corrections if needed, and co-author final project reports.
- Work with BIWTC Director and Grants officer to assess school needs for supplemental training with credentials.
- Provide oversight of BIWTC projects to ensure activities are being performed, collecting data to analyze performance and reporting on progress

- Support the fundraising and grants management process
- Work within BIWTC scope and budget and follow financial protocols
- Build and maintain relationships with community partners and manage vendors as needed
- Interview program applicants to obtain employment history, educational background, and career goals using the employability assessment model and assess their employment needs
- Communicate directly with constituencies via in-person, remote, and written correspondence
- Attend meetings and other community events for outreach and BIWTC representation
- Outreach to community partners and stakeholders to offer information on BIWTC educational and skills training programs
- Create/Maintain an automated database to report and comply with sponsors' request
- Work in tandem with the workforce development team to develop targeted re-engagement plans for job seekers who have not been following through on their career plans
- Create a strategy for continuously engaging all trainees/job seekers in the catchment area to maintain connections, encourage success, and create a robust program presence
- Assist with planning special community events in conjunction with the workforce development team (e.g., recruiting, job screening events, financial planning events, and networking events)
- Manage logistics and communication for BIWTC network, including managing workforce training calendar; planning, coordinating, and executing meetings, including scheduling meetings; managing meeting logistics, agenda, and minutes; and preparing materials
- Coordinating regular updates (email, phone, and in-person) to ensure alignment of program activities
- Correspond with employment specialists to ascertain employer feedback regarding participants' employment and track results for sponsor reports
- Manage file case notes and appropriate documentation about participants' progress for audits
- Assist in the development of materials (print, web-based, and social media) to communicate about BIWTC programs
- Assist program director with day-to-day administrative tasks

Qualifications

- Associates degree (Bachelor's degree preferred) with three (3) years of administrative background and experience working in a non-profit and/or workforce development setting
- Keen knowledge of community resources and services
- Strong computer skills, financial management, reporting experience, and writing skills.
- Marketing essential skills with the ability to represent Business and Industry Workforce Training programs, constituents, and services to employers
- Effective public speaking skills
- Proficient in Word, Excel, PowerPoint, ACCESS a plus coupled with other computer software knowledge and database management
- Work independently and meet timelines/deadlines.
- Coordinate various projects simultaneously with the ability to multitask, strong attention to detail, self-motivation, communication skills, the ability to work collaboratively, and willingness to take the initiative.

- Interpersonal skills to work cooperatively and effectively with individuals and large groups
- Interact with adult learners from different cultural and socioeconomic backgrounds
- Experience working with evidence-based practices preferred
- Bilingual strongly preferred

Please Note: This is a grant-funded position.