
Job Title	Education Specialist
PVN ID	NY-2209-005094
Category	Instruction and Social Service
Location	NYC COLLEGE OF TECHNOLOGY
Department	Business & Industry Workforce Training C
Status	Full Time
Annual Salary	\$48,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Dec 22, 2022 (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. BIWTC can develop programs that serve targeted populations- particularly historically marginalized groups (women and minorities) to educate and train them for emerging careers and career pathway opportunities in creating linkages to community and city agencies, unions, and cooperation. 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 **Education Specialist** will support the BIWTC team by engaging job seekers to maintain employment, wage gain, and career progress consistent with their vocational goals.

Other Duties

The primary responsibilities of this position include the following:

- Advising and motivating students in developing their educational and career pathways through in-class workshops and one-on-one follow-up sessions
- Designing and leading workshops on goal setting, career exploration and interviewing skills, managing test anxiety and stress, navigating systems, and self-care to address student needs align with the program design
- Coordinating outreach, recruitment, and pre-assessment sessions for new and wait-listed applicants
- Proactively engaging multiple internal and external stakeholders (counselors, program supervisors, and specialists) to effectively recruit and build relationships with students, assess their needs and match students to relevant employment and postsecondary opportunities

- Tracking student progress, attendance, and satisfaction while completing all data entry tasks as funders and the university requirements
- Collaborating with instructors and staff members to monitor and document student and alumnae progress and outcomes, both during courses and after student exit
- Identifying and establishing reciprocal referral relationships with relevant community-based organizations, social service agencies, and local immigrant organizations to meet client needs
- Providing service planning, crisis intervention, coaching support, and referrals to social services for students to achieve program completion and placement goals
- Participating in consortia and funder update meetings, including writing monthly and quarterly reports on program and student outcomes using compiled data and student feedback
- Collaborating interdepartmentally to revise life management skills curriculum and materials, ensuring best practices in the workforce development field are integrated
- Contributing to the development and implementation of a strategy to integrate workforce preparation into the BWTC in collaboration with their supervisor and program designees
- Supporting interdepartmental event planning team to design and execute multiple events focused on work readiness skill building, career exploration, and networking
- Preparing timely reports of the status of the program and participating in ongoing professional development, as needed, to stay current with program area trends

Qualifications

Core Competencies:

- Communication: Uses effective written and oral communication with internal staff, teams, and community served; demonstrates empathy and listening
- Client orientation: Recognizes needs of diverse stakeholders and approaches relationships with a service orientation to maximize the impact.
- Equity mindset: Understands and is committed to goals of equity, consistently brings an equity mindset to the organization's work and workplace
- Growth mindset: Views growth as necessary for personal and professional development; seeks out opportunities to expand skills, even if a change is required; demonstrates curiosity and eagerness to learn.
- Ownership and quality of work: Effectively manages own work and work of a team to ensure delivery of high-quality work
- Mission drive: Demonstrates commitment to the mission of the organization as a whole and alignment with organization values

Skills/Qualifications

- - Associate's Degree (Bachelor's degree preferred) with 2-5 years of workforce development, sector-based training programs, counseling, and case management
 - Some knowledge of NYC labor market trends, job search strategies, and techniques
 - Keen knowledge of community resources and services

- Ability to represent Business and Industry Workforce programs, their clients, and services to employers
- Communicate effectively in both oral and written form
- Strong database management skills, Excel, ACCESS, and other computer software knowledge
- Work independently and meet timelines
- Coordinate a variety of projects simultaneously

Please Note: This is a grant-funded position.