
Job Title	Program Manager
PVN ID	NY-2209-005095
Category	Managerial and Professional
Location	NYC COLLEGE OF TECHNOLOGY
Department	Business & Industry Workforce Training C
Status	Full Time
Annual Salary	\$55,000.00 - \$64,000.00
Hour(s) a Week	35
Closing Date	Oct 26, 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 pathways 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 **Program Manager** will support the BIWTC team by managing workforce initiative training that engages job seekers to maintain employment, wage gain, and career advancement consistent with their vocational goals.

Other Duties

Essential Functions:

- Manages and coordinates program logistics and administrative support for professional staff, making adjustments to accommodate changing priority needs
- Resolves administrative and logistical challenges and transactions collaborating with public and private institutions, as appropriate
- Makes decisions in supervisor's absence, as delegated, within guidelines; represents supervisor to other University offices, the public, or outside agencies
- Drafts preliminary final budget(s), which usually involves external funding, manages approved budget, making decisions related to the appropriateness of requested expenditures; prepares budget summaries

- Performs office management duties; directs the workflow; supervises the necessary administrative paperwork, records, and complex filing system to support the program, including fiscal, personnel, and student records.
- Is responsible for specialized or technical aspects of program requiring an advanced understanding of program objectives, area of industry specialization, and evaluation of data sources; projects may be short-term or ongoing and are essential to the work of BIWTC
- Composes, prepares, and/or edits correspondence and financial/narrative reports containing information that requires thorough knowledge and understanding of program/BUWTC program procedures and policies
- Assist in drafting grant/contract language and budgets
- Serves as a resource to students, staff, and others on matters relating to administrative policies and procedures and program activities
- Reviews BIWTC administrative policies and procedures for efficiency and effectiveness and advise the supervisor regarding improvements. Interprets and implements policies as established by supervisor; establishes operational procedures to implement policies.
- Maintains a catalog of program resource materials, requiring an understanding of academic/industry specialization that is appropriate to program.
- Performs related duties as required.

Qualifications

- Bachelor's degree minimum of five(5) years experience working administrative background and experience working in a non-profit and/or workforce development setting
- Demonstrated ability to develop partnerships with external agencies and resources
- Ability to create and pilot new program initiatives in response to data trends
- Ability to analyze problems, plan resolution strategies, implement solutions and evaluate outcomes
- Extensive knowledge of workforce development principles, theories, and practices, especially as relating to vulnerable populations and populations with significant barriers to obtaining and sustaining employment
- Demonstrated ability to establish priorities, implement plans, and meet deadlines
- Deep understanding and creative problem-solving mindset about addressing the vocational barriers affecting vulnerable adults, including mental health and/or substance abuse issues, chronic unemployment, lack of education, housing instability, and other barriers.
- Experience working with evidence-based practices preferred
- Effective communication and public relations skills
- Bilingual strongly preferred