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<b>Job Title</b>	Career Development Coordinator
<b>PVN ID</b>	NY-2402-006122
<b>Category</b>	Managerial and Professional
<b>Location</b>	NYC COLLEGE OF TECHNOLOGY
<b>Department</b>	Business & Industry Workforce Training C
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$60,000.00 - \$65,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 08, 2024 (Or Until Filled)

## General Description

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The Business & Industry Workforce Training Center (BIWTC) 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 has the capacity to collaborate in developing programs that serve targeted populations- particularly historically marginalized groups (women and minorities) to educate and train them for careers that are emerging 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 and enhances learners' opportunities to secure employment.

## Other Duties

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Under the direct supervision of the Director, the Career Development Coordinator will assist job seekers in finding and maintaining employment that is consistent with their vocational goals.

### Essential Functions:

- Assist with the development and coordination of workforce activities
- Interview program participants to obtain employment history, educational background, and career goals using the employability assessment model and assess their employment needs
- Identify barriers to employment and assist clients to develop job readiness skills and job search strategies
- Assist participants in thinking about long-term employment goals, work history, strengths, justice involvement, and other factors that relate to their current vocational goal
- Initiate and maintain ongoing personal contacts with a variety of business and industry representatives and job placement/training agencies to promote programs for participant placement
- Research jobs for Continuing Ed. program participants
- Collect data from employers related to job orders, including job requirements and skills; match job skills with applicant qualifications; refer qualified applicants to employers and conduct necessary follow-up

when applicants are placed in positions

- Assist participants in assessing their job skills for positions; administer and score career assessments, application procedures, resume writing, interview preparation, and job retention skills and job attitude
- Assist in preparing job search portfolios
- Facilitate job search /career information workshops and presentations
- Arrange for interviews with companies from varying businesses and industries
- Provide labor market and community resource information
- Assist with peer and exit interviews and collect evaluations of program experience
- Work with participants to improve job performance and gain necessary job skills or review other employment options
- Maintain contact with employers during the participants' employment and report results to the BIWTC team
- Maintain file case notes and appropriate documentation about participants' progress
- Assist in developing flyers, brochures, and other methods to advertise job placement activities
- Keep current with trends and maintain updated labor market information by researching websites, attending meetings, maintaining contact with community organizations that are involved in job placement/training activities
- Liaise with job development services, public agencies, and other social, employment, and community agencies on mutual participants as needed to facilitate participants' progress.
- Timely record keeping and quality assurance for compliance with requirements of various funding sources
- Other duties as assigned

## Qualifications

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### Skills/Qualifications

- Bachelor's degree with 2-5 years experience in career development and counseling
- Strong leadership, management, and supervisory skills
- Solid knowledge of NYC labor market trends, job search strategies and techniques
- Keen knowledge of community resources and services
- Effective marketing skills with the ability to represent Business and Industry Workforce Training Center programs, its clients, and services to employers
- Communicate effectively in both oral and written form
- Work independently, create timelines, and meet deadlines
- Coordinate a variety of projects simultaneously
- Interpersonal skills to work cooperatively and effectively with individuals and groups
- Interact with adult learners from different cultural and socioeconomic backgrounds

**Please Note:** This is a grant-funded position.