Job Title	Program Coordinator, DHS Models of Practice
PVN ID	PS-1911-003389
Category	Instruction and Social Service
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	Office of Professional Education and Wor
Status	Full Time
Annual Salary	$50,000.00 - $60,000.00
Hour(s) a Week	35
Closing Date	Jun 03, 2020 (Or Until Filled)

General Description

About the CUNY School of Professional Studies:

CUNY SPS provides online and on campus degree and certificate programs that meet the needs of adults who are looking for a seamless way to finish or transition into a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers. Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited online degree and certificate programs for students who want the flexibility and convenience of online education.

Within CUNY SPS, the Office of Professional Education and Workplace Learning (PEWL) designs custom workplace learning programs to help organizations achieve their goals. To our partnerships, we bring knowledge of research-based learning practices as well as experience in developing innovative programs.

CUNY SPS seeks a Program Coordinator for our new Models of Practice learning program partnership with the NYC Department of Homeless Services (DHS). This position will support the delivery and administration of both online module and blended learning programs (to include instructor-led training and online learning components) for both DHS staff, as well as nonprofit shelter provider organization staff. The new hire will join a team of CUNY SPS colleagues who work on-site at DHS in lower Manhattan.

Other Duties

Reporting to the Senior Program Manager, the Program Coordinator will:

- Develop course schedules and reserve classroom/auditorium spaces.
- Coordinate recruitment and registration of learners using a Learning Management System, including: scheduling classes, managing participant enrollment, editing and sending out registration email communications, uploading course materials, and producing class rosters.
- Track and produce monthly reports on learner attendance.

- Manage all classroom logistics, including but not limited to: materials printing and delivery, classroom set up and take down, classroom technology, and classroom support for course instructors during the sessions.
- Participate in program planning meetings and conference calls with DHS and other program partners.
- Manage materials purchasing and invoice payment processing.
- Other duties as assigned.

Qualifications

Minimum requirements for the position:

- Bachelor's degree in a related field required.
- A minimum of two (2) years, full-time experience directly related to program coordination of large-scale learning or professional development programs.
- Experience utilizing learning management systems.
- Strong problem-solving abilities to independently resolve routine and complex issues.
- Excellent written, oral, and interpersonal communication skills.
- Strong organizational skills, attention to detail, and ability to keep accurate records.
- Proven ability to build and maintain relationships with program partners, instructors, and learners.
- Ability to take initiative, and perform work both independently and collaboratively.
- Competence in adapting to changing situations and priorities.
- Strong computer skills and proficiency in Microsoft Office (Word, Excel, and PowerPoint).

Knowledge of human services, workforce development, and/or homelessness programs, a plus.