

<b>Job Title</b>	Legal Initiatives Program Coordinator
<b>PVN ID</b>	VA-1707-001940
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

**Department**

<b>Status</b>	Full Time
<b>Annual Salary</b>	\$48,000.00 - \$52,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 01, 2017 (Or Until Filled)

## General Description

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The City University of New York (CUNY), as the public university system of New York City, has long maintained a strong bond with the New York City community and engages in efforts to address various social issues affecting City residents, including immigration.

The Mayor's Office of Immigrant Affairs (MOIA) works to promote the well-being of immigrant communities by recommending policies and programs that facilitate successful integration of immigrant New Yorkers into the civic, economic, and cultural life of New York City.

CUNY and MOIA have partnered to develop and implement ActionNYC, a citywide initiative to provide immigration legal services at scale and to build capacity within legal and community-based organizations.

**Position Description**

CUNY, in partnership with MOIA, is hiring a Program Coordinator to advance the goals of ActionNYC and access to immigration legal services citywide. The Program Coordinator will be employed by CUNY and will work within the Legal Initiatives team at MOIA, reporting to the Deputy Director of Legal Initiatives Programs. MOIA's Legal Initiatives team manages and promotes innovative access to justice programs for immigrants including ActionNYC and NYCitizenship and makes policy recommendations with respect to the City's immigration legal services funding and programming.

**Responsibilities**

Major responsibilities of the Program Coordinator include, but are not limited to:

- Lead Legal Initiatives project management, including maintaining project plans and tracking progress of program implementation;
- Oversee ActionNYC's hotline and appointment-making tool, including management of relevant partners;
- Manage information-sharing and analysis across all Legal Initiatives programs, including program data and updates on key progress;
- Coordinate Legal Initiatives operations, including team meetings, facilitation of cross-team collaboration,

- and management of logistics;
- Supervise program interns; and
- Lead special projects and perform ad hoc and administrative duties as circumstances warrant.

## Other Duties

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- Position requires willingness to travel to all five (5) boroughs.

## Qualifications

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- A bachelor's degree from an accredited institution;
- At least one (1) year of experience in project coordination;
- Excellent organizational skills;
- Comfort with data-driven analysis, and skills necessary to present data and trends in a useful manner;
- Ability to communicate in a clear and concise manner, both verbally and in writing;
- Proven ability to deal with a diverse constituency and work productively under pressure, both as an individual and part of a team;
- Highly professional demeanor;
- A track record of effectively handling multiple priorities;
- Comfortable in a high-pressure, intense, start-up working environment;
- Availability to work flexible hours and occasional weekends;
- Knowledge of MS Office (i.e., Microsoft Word, Excel, PowerPoint);
- Preferred experience in supervision; and
- Preferred knowledge of immigrant groups in New York City.

The Research Foundation of the City University of New York is an Equal Opportunity Employer. To apply, submit cover letter, resume and three references [here](#)