

Job Title	Outreach and Programs Coordinator
PVN ID	VA-1712-002244
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Continuing Education and Workforce Progr
Status	Full Time
Annual Salary	\$50,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Mar 14, 2018 (Or Until Filled)

General Description

Over the past four years, The CUNY Office of Workforce Partnerships (OWP) has launched several initiatives focused on better connecting students and graduates to jobs and employers in New York City's tech sector. Additionally, CUNY plans to continue expanding the number of paid private sector internships offered to CUNY tech and life sciences students. OWP is seeking a motivated and customer service-oriented individual with excellent organizational skills to assist with the student outreach, employer engagement, and coordination of CUNY-wide committees and groups in technology and life sciences. This role will also have a particular focus on the development and maintenance of college-level relationships and talent recruitment processes to support new internship and employment opportunities.

Other Duties

Reporting to the Program Director with the Office of Workforce Partnerships, the Outreach and Programs Coordinator will be responsible for the following tasks:

- In collaboration with the CUNY Internship Programs and the Office of Workforce Partnerships colleagues develop and institutionalize the internship and job recruitment processes/systems needed to ensure the efficient recruitment and vetting of internship and job candidates from CUNY colleges, including coordinating student and college outreach initiatives.
- Support the OWP Program Director in recruitment, cultivation, and relationship building with industry and employer partners, especially those in STEM-related areas.
- Input and track data through customer relationship management (CRM) software; ensuring accuracy and integrity of all project data; maintaining CRM file system.
- Assist with program data collection, outcomes monitoring, and evaluation;
- Acting as a central point of contact for college partners, central office staff, partners, and other stakeholders regarding the work and activities of the Office of Workforce Partnerships, including facilitating effective coordination and collaboration between and amongst stakeholders.

- Providing support to the CUNY Tech Consortium and the Life Sciences Council, including scheduling, taking meeting notes, and monitoring the progress of related projects and initiatives to ensure strategic goals are achieved.
- Help manage social media and communication activities related to the CUNY Tech Meetup.
- Represent the Office of Workforce Partnerships to both internal and external audiences as needed.
- Attend relevant tech evening and weekend events 3-4 times a month.
- Other related responsibilities as assigned.

Qualifications

- Bachelor's degree preferred.
- 2+ years of experience in workforce development, career advisement, or a related area, including one (1) year of program coordination experience.
- Awareness of the New York City tech and/or life science industries.
- Experience working with diverse college students.
- Excellent planning, organizational, and project management skills. Must demonstrate the ability to manage timelines/deadlines and to achieve key milestones successfully. Should be comfortable working in a fast-paced environment. Must be detail-oriented.
- Strong communicator with good interpersonal skills; comfortable establishing and building good, productive working relationships with a variety of people across all levels (executive to peers, industry, as well as internal and external stakeholders).
- Understanding and some experience managing social media accounts including developing/curating content such as tweets, videos, and pictures strongly desired.
- Excellent problem-solving skills. Comfortable taking initiative and/or addressing different issues as needed; able to think on one's feet and use good judgment to quickly analyze and solve unexpected problems.
- Strong writing skills. Capable of delivering polished written content for websites, Powerpoint presentations, and other materials.
- Technology Savvy—Comfortable and familiar with technology including social media, web-based applications and data systems, and computers. Intermediate to advanced MSWord, Excel, and Powerpoint; comfortable designing graphs and charts and incorporating graphics.
- Willingness to attend evening or weekend events 3-4 times a month.