

Job Title	Program Coordinator, CUNY Cultural Corps
PVN ID	VA-1807-002600
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Continuing Education & Workfor
Status	Full Time
Annual Salary	\$48,000.00 - \$54,000.00
Hour(s) a Week	35
Closing Date	Oct 03, 2018 (Or Until Filled)

General Description

The City University of New York (CUNY) is partnering with New York City's Department of Cultural Affairs and The Rockefeller Foundation to administer the [CUNY Cultural Corps](#), which creates opportunities for CUNY students to work in the City's cultural sector. Modeled after the [CUNY Service Corps](#), which provides hundreds of CUNY students with paid work experience in civic-oriented jobs in community-based organizations and government agencies, the Cultural Corps is a strong student pipeline into New York City's arts and cultural institutions. The program helps to diversify the cultural sector. These institutions include non-profit cultural organizations involved in the visual, literary and performing arts as well as public-oriented science and humanities institutions including zoos, botanical gardens and historic and preservation societies.

The 2018-19 CUNY Cultural Corps Academic Year Internship will place 120 CUNY students with cultural organizations throughout New York City to serve in a broad range of capacities, including curatorial services, accounting, education, marketing, program development, and more. Components of the CUNY Cultural Corps (now recruiting for its third academic year programming) will include the following:

- Pre-service and Ongoing Professional Development of CUNY Students
- Ongoing Training and Support for Cultural Institutions - The CUNY Cultural Corps will equip NYC's cultural institutions with the tools to welcome diverse CUNY students and leverage their skills and interests. In addition to providing training for partner sites on successfully hosting CUNY students, the Cultural Corps offers additional partner supports, including program orientations, training for first-time supervisors, and troubleshooting of student issues.
- Rigorous Program Evaluation - CUNY rigorously evaluates the CUNY Cultural Corps, assessing student gains in workplace skills, abilities, and knowledge; personal development; social/professional networks; and academic motivation. Capacity-building benefits to cultural institutions will be assessed as well.

The position of Program Coordinator, CUNY Cultural Corps is a yearly appointment position and its renewal is contingent upon funding availability.

Other Duties

Under the direction of the Assistant Director for the Office of Continuing Education and Workforce Programs, the coordinator will:

COMMUNITY PARTNER ENGAGEMENT

- Serve as primary liaison to the cultural institutions in the CUNY Cultural Service Corps portfolio; support and monitor their progress as partners
- Develop relationships with community partners to understand organizational needs and available development opportunities
- Support the planning and coordination of a matching students with cultural organizations
- Recruit and build partnerships for current or future collaboration with organizations in the arts and culture sector
- Grow partnerships that are willing to invest in CUNY students' future including getting them to sponsor student internships
- Develop plans for creating job placements for successful interns

STUDENT DEVELOPMENT

- Support recruitment & selection of CUNY students and alumni for the CUNY Cultural Corps
- Support matching of students to community partner sites
- Co-develop and administer training and enrichment programming for 120-student cohort in the CUNY Cultural Corps; basic topics to be addressed include goal-setting, communication, dependability, problem-solving, civic engagement, teamwork, public speaking, professionalism, networking, and resume writing; cultural enrichment programming specific to the arts and culture landscape in New York City could include a special speaker series, site visits to notable exhibits/sites; dynamic, interactive creativity workshops, facilitated by teaching artists and performers; and skill development trainings in specific content areas
- Assist with student check-ins as needed

PROGRAM ADMINISTRATION

- Coordinate and organize materials for key functions and meetings;
- Collaborate with the Senior Program Coordinator on various aspects of the CUNY Cultural Corps Management;
- Help manage the program budget and coordinate purchasing, accounting, and reconciliation;
- Support the Management of RF CUNY bi-weekly payroll administration and provide instructions and basic advice to Cultural Corps community partners and students seeking information on administrative payroll policies;
- Manage general questions from stakeholders by email and phone;
- Be responsible for office management functions, including organizing calendars, conference calls and meeting space requests;
- Support the planning and hosting of special events and programs including managing the CUNY Arts Meetup events;
- Increase program presence on various social media platforms;
- Performs other related duties as assigned.

Qualifications

Minimum Qualifications

The successful candidate will have the following knowledge, skills and abilities:

- A bachelor's degree in education or a social science discipline;
- Two to three years' experience developing and managing arts & culture, service learning, community service, civic engagement, volunteerism, field work, or experiential education programs in higher education;
- Strong verbal and interpersonal communication skills to work and interact effectively, collaboratively, and cooperatively with a diverse community of students, faculty, staff and external constituents in a large centralized public university system.

Preferred Qualifications

- Have knowledge of partner building/networking strategies in the arts and culture sector;
- Presentation, negotiation, conflict management, mediation, group facilitation skills;
- Detail-oriented and organized with the ability to manage multiple assignments and meet deadlines;
- Experience in purchasing departments and payroll management is preferred;
- Strong computer proficiency using standard office software programs, in particular Microsoft Excel;
- Flexibility to work some evening hours and occasional weekends preferred.

EEO

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion EEO/AA Employer.