

Job Title	ActionNYC Program Manager
PVN ID	VA-1808-002642
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	
Status	Full Time
Annual Salary	\$60,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Oct 05, 2018 (Or Until Filled)

General Description

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.

ActionNYC is a citywide initiative to provide immigration legal services at scale and to build capacity within legal and community-based organizations.

Position Description

The Mayor's Office of Immigrant Affairs (MOIA) is hiring a Program Manager to advance the work of ActionNYC in schools and other community-based sites. The Program Manager will be part of MOIA's Legal Initiatives team, which 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.

Roles and Responsibilities

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

- Manage the daily operations of the ActionNYC program based in schools, including maintaining regular communication with program's legal, outreach, and schools partners;
- Work with all partners to ensure that program deliverables are met, key metrics are tracked and reports are produced on program progress for funders and for internal use;
- Visit program sites to check in with program staff, troubleshoot operational issues and ensure program protocols are followed;
- Execute the strategic growth of ActionNYC's work in schools in collaboration with relevant stakeholders;
- Work closely within MOIA's Legal Initiatives team to ensure that the program is aligned with broader administration goals related to immigration legal services;
- Attend relevant inter-governmental, inter-agency and public events as needed; and

Other Duties

Additional duties related to ActionNYC and MOIA's legal initiatives as circumstances warrant.

Qualifications

Must have a proven record of initiating and managing complex, interdisciplinary projects involving multiple constituents. Must have experience mediating among groups with competing perspectives, overseeing project implementation, and pioneering innovative solutions to intricate problems. Familiarity with data analysis as it relates to program outcomes and contract cycles is highly desired. Other requirements include:

- A bachelor's degree from an accredited institution;
- At least three (3) years of professional experience in a relevant field;
- Excellent program management, organizational, and analytical skills;
- Proven record of initiating and managing complex, interdisciplinary projects involving multiple constituents;
- Experience mediating among groups with competing perspectives, overseeing project implementation, and pioneering innovative solutions to intricate problems;
- Familiarity with data analysis as it relates to program outcomes and contract cycles is highly desired;
- Ability to juggle multiple priorities;
- Highly organized and detail oriented;
- Strategic thinker with ability to be flexible and work independently in a fast-paced environment;
- Strong written, verbal, and interpersonal communication skills;
- Ability and experience working with diverse individuals and communities;
- Comfortable in a dynamic, fast-paced working environment;
- Availability to work flexible hours and occasional weekends;
- Advanced knowledge of MS Office (i.e., Microsoft Word, Excel, PowerPoint);
- Experience working at, or liaising with, public schools or New York City government is highly preferred; and

Understanding of immigration legal services is a plus.

Please include a letter of interest and resume.