Job Title	Program Coordinator
PVN ID	VA-1901-002882
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department	K-16 Initiatives
Status	Part Time
Hourly Rate	$26.00-$28.00
Hour(s) a Week	19.00
Closing Date	Jul 31, 2019 (Or Until Filled)

General Description

CUNY K-16 Initiatives Gas Safety Squad Program Coordinator (part-time, 19 hours per week)

The Office K-16 Initiatives at The City University of New York (CUNY) creates innovative pathways for young New Yorkers to envision and achieve success by engaging strategic partners in confronting systemic educational inequities.

CUNY's Office of K-16 Initiatives recognizes that one of the best predictors of college success is entering prepared for college-level studies. We are home to a group of innovative programs that share a common goal: helping NYC public school students make a successful transition to college, careers and life beyond. We support the city's commitment to equity by ensuring that high quality transition programs help eliminate achievement gaps between racial, ethnic, and socio-economic groups.

CUNY K-16 and Con Edison have joined efforts to increase knowledge and understanding of gas safety issues among all New Yorkers by creating the Gas Safety Squad. Educating the public about gas safety begins by reaching school-aged children and their families. Over a three-year period, CUNY will train New York City public middle school students on gas safety issues, serving approximately 10,000 students over 3 and a half years.

Other Duties

Responsibilities:

The Gas Safety Squad Program Coordinator will plan, develop, and implement the Gas Safety Squad program. The Program Coordinator will plan and execute all programmatic aspects of the program, assess and solve problems, and implement project changes as needed.

 Other primary functions of this position include but are not limited to:

- Promote the program to middle schools across the city by developing an outreach strategy and promotional materials;
- Recruit and register interested middle schools;
- Coordinate the program calendar, which will include staff scheduling and timekeeping;
- Maintain the program operations including budget and purchasing, data and reporting, communications, and knowledge management;
- Provide guidance and technical assistance to program facilitators;
- Regularly visit middle schools across all five boroughs to maintain program effectiveness and quality;
- Collect and compile data and narratives from three CUNY offices and create progress reports for Con Edison;
- Collaborate with other K-16 staff and partner school staff to improve program efficacy.

Qualifications

QUALIFICATIONS

- Bachelor's Degree and two years' relevant experience in program management.
- Knowledge of the NYC public school system and or public, urban higher education landscape.

- Resourceful self-starter supporting complex logistical projects in a bureaucratic, fast-paced, environment.
- Strong written and interpersonal communication skills with ability to work and interact effectively, collaboratively, and cooperatively with a diverse community.
- Strong organizational and follow-through skills to create and execute work plans, prioritize work, coordinate multiple assignments, and meet deadlines.
- Computer proficiency using administrative, financial or academic programs, systems or databases, plus Google Docs, social media platforms, and CRM tools.
- Ability to travel to schools across the five boroughs.

COMPENSATION AND BENEFITS

Part-time, full year position for 19 hours per week at $28/hour, not including benefits.

HOW TO APPLY

For full consideration, submit a cover letter and résumé.

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.