

Job Title	Program Coordinator - CUNY Cultural Corps
PVN ID	VA-2104-003973
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Continuing Education & Workforce Develop
Status	Full Time
Annual Salary	\$60,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	May 18, 2021 (Or Until Filled)

General Description

In early 2016, the New York City Department of Cultural Affairs released a report entitled "Diversity in the New York City Department of Cultural Affairs Community," which concluded that the diversity of staff and leadership at City-funded non-profit cultural organizations does not reflect the demographic diversity of the City's population. New York City and many foundations including the Mellon Foundation have made a commitment to address this lack of diversity in the cultural sector.

CUNY students represent New York City. The City and CUNY firmly believe that creating opportunities for CUNY students to access the City's cultural institutions, to build professional networks within them, to develop real-world skills applicable to these organizations and institutional knowledge about them, will support the City's important goal of diversifying the workforce in New York City's cultural institutions and ultimately creating a more inclusive cultural sector.

To affirm this belief in diversifying Cultural institutions around New York City, the CUNY Cultural Corps was born through a partnership with New York City's Department of Cultural Affairs, The Rockefeller Foundation, and more recently the Mellon Foundation. CUNY Cultural Corps program offers students paid, part-time professional learning experiences during the academic year in arts and cultural organizations throughout New York City. The CUNY Cultural Corps places 205 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. Cultural Corps members work up to 12 hours per week for 24 weeks during the fall and spring semesters at their placement sites, providing added capacity to partnering organizations, developing transferable professional skills and gaining unique exposure to the work of New York City's artistic and cultural community. Components of the CUNY Cultural Corps (now recruiting for its sixth 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.

Recently, the program has expanded with a grant from the Mellon Foundation to serve more CUNY students and increase the program footprint.

JOB DESCRIPTION:

CUNY Cultural Corps is looking to hire a full-time program coordinator to support all aspect of the program implementation which includes but is not limited to the duties and responsibility below listed.

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

Other Duties

DUTIES AND RESPONSIBILITIES

Under the direction of the University Associate Director for the Office of Continuing Education and Workforce Programs, the coordinator will be responsible for:

PROGRAM ADMINISTRATION

- Coordinate and organize materials for key functions and meetings
- Help manage the program budget and coordinate purchasing, accounting, and reconciliation
- Coordinate 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
- Plan and host special events and programs for partners and students
- Increase program presence on various social media platforms
- Performs other related duties as assigned

STUDENT DEVELOPMENT

- Coordinate the recruitment & selection of CUNY students and alumni for the CUNY Cultural Corps
- Coordinate the matching of students to community partner sites
- Co-develop and administer training and enrichment programming for 205-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

- Organize student check-ins as needed

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

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.
- Proven administrative abilities that include:
 - Outstanding organizational, interpersonal and communication skills
 - High attention to detail with the ability to manage multiple assignments and meet deadlines
 - Ability to work independently, perform multiple tasks simultaneously, and work within a team environment with students, faculty, staff, and administrators
- Strong computer proficiency using standard office software programs, in particular MS Office 365, including Microsoft Excel, Teams, Zoom and Drop Box
- Available in the daytime as well as evenings/weekends, and available to travel throughout the tri-state New York City metropolitan area.

Preferred Qualifications

- Have knowledge of partner building/networking strategies in the arts and culture sector;
- Presentation, negotiation, conflict management, mediation, group facilitation skills;
- Experience in purchasing departments and payroll management is preferred;
- Demonstrated ability to collect, analyze, interpret and communicate data findings.

Physical Requirements

- Due to the COVID-19 pandemic, this position currently is a remote (work-from-home) position. Laptop and personal mobile device will be provided to support working remotely. The location of the position in the future will operate in a professional office environment.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time.
- Available in the daytime as well as evenings/weekends, and available to travel throughout the tri-state New York City metropolitan area.

EEO Info

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. CUNY is an EEO/AA Employer