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<b>Job Title</b>	Project Manager for Career Services
<b>PVN ID</b>	VA-2111-004414
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	NYC Department of Social Services/Human
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$58,500.00 - \$58,500.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 17, 2022 (Or Until Filled)

## General Description

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The New York City Human Resources Administration (HRA) provides temporary support to individuals and families with social service and economic needs to assist them in reaching self-sufficiency via essential and diverse programs/services that include temporary cash assistance, public health insurance, supplemental nutritional assistance, child care, adult protective services, domestic violence assistance, HIV/AIDS support services and child support enforcement. Career Services programs engage employers and partners to provide access to education, training and employment opportunities for HRA clients, increasing their ability to navigate the job market and obtain meaningful work.

Through an HRA grant funded position with the Research Foundation of the City University of New York, HRA seeks a Project Manager to work with Career Services to establish new and maintain existing employment programs. Working under the direction of the Deputy Commissioner, Career Services, the Project Manager will develop new projects and will provide as needed support of HRA's current programs, including, but not limited to, contracted employment providers, Education Services, and Business Link. The Project Manager will be required to be adept at fast tracking, parallel pathing and otherwise developing alternate means of achieving ever-changing goals and demonstrate leadership skills that establish and maintain relationships with stakeholders, including senior level City staff and C-suite executives, and motivate team members involved in project tasks and manage all aspects of multiple projects/initiatives simultaneously.

## Duties and Responsibilities

- Provide technical and programmatic support to the office of the Deputy Commissioner for Career Services, as it relates to the successful execution of tasks and activities, including scheduling of meetings; attending meetings on behalf of the Deputy Commissioner, taking notes and advising of next steps; representing the office in internal and external meetings as requested.
- Conduct literature reviews and interviews with relevant stakeholders to determine the evidence base to

- support proposed and existing programs, preparing written summaries that inform the design of programs.
- Draft language for requests for proposals including, collaborating with stakeholders and partners and third parties; and, assembling a team with relevant business knowledge, working under pressure with challenging deadlines.
  - Collect and analyze data on existing programs to recommend how best to fit new programs within existing programs and monitoring performance of Career Services' programs.
  - Develop proposals for and frame evaluations of new programs as well as existing programs that they are consistent with Temporary Assistance for Needy Families (TANF) and other relevant policies governing partner agencies.
  - Support the implementation and ongoing operations of Career Services programs, including collecting data, advising and supporting staff, interacting with other divisions of HRA to assure their smooth operations of employment programs.
  - Develop and maintain constructive communications within the agency through engagement of internal (i.e., divisions of HRA) and external partners (including but not limited to public agencies, workforce development providers, and advocacy groups) to help facilitate the implementation of employment service programs.
  - Overseeing the scheduling of strategic meetings, events (including large-scale) and other requests to balance and address key programmatic initiatives and priorities. This includes ensuring coordination of internal resources, third parties (vendors/employer groups, external agencies, etc...) critical to the execution of projects/initiatives.
  - Manage changes to project scope, project schedule and applicable project costs. This includes setting deadlines, assigning responsibilities to Career Services management team and staff, monitoring and summarizing project/initiative progress.
  - Serve as the point of contact for senior level agency staff when multiple units are assigned to the same project to ensure team actions remain in synergy. This will require providing effective leadership and management controls, building and maintaining solid relationships across the project teams at the executive, supervisory and staff levels.
  - Manage benchmarking, determining key performance indicators, analyzing data, and making recommendations. This includes anticipating, identifying and mitigating risks or issues of concern or significance.
  - Oversee and/write and edit communications content across all platforms, and drafting memos, notes, briefs, documents, and presentations. This includes developing strategic communications plans.
  - Make recommendations for the revision and amendment of Career Services program strategies.
  - Prepare written summaries of promising practices, evidence-based strategies and policy and regulations.
  - Be conversant with HRA processes and systems to contribute ideas for increasing efficiency of operations and improvement of services to clients.

## Other Duties

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- Perform other duties as requested.

## Qualifications

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## **Qualifications**

- A Bachelor's degree from an accredited college or university
- At least two years of satisfactory full time, post-college or university professional experience in workforce development, economic development, or a directly related field

## **Preferred Skills**

- Strong writer.
- Strong Organizational and excellent time management skills, including an ability to independently recognize and prioritize tasks and activities.
- Analytical and task oriented, and solutions focused team player who is comfortable working with large and small groups.
- Willingness to learn and take on new tasks.

## **EEO**

We are committed to enhancing our diverse academic community by actively encouraging people of any 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.