

<b>Job Title</b>	CCB4A Training & Partnerships Coordinator
<b>PVN ID</b>	VA-2308-005816
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	K16 Initiatives
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$60,000.00 - \$70,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 22, 2023 (Or Until Filled)

## General Description

---

### MISSION

CUNY's Office of K-16 Initiatives creates innovative pathways for young New Yorkers to envision and achieve success, by engaging strategic partners in confronting systemic educational inequities.

### GENERAL DESCRIPTION

Reporting to the Director of College and Career Bridge for All, the College & Career Bridge for All Training & Partnerships Coordinator works to reduce barriers to college access and success. The Training & Partnerships Coordinator will be primarily responsible for overseeing near-peer mentor training and supporting program hiring and near-peer mentor management across all CCB4A programs. College and Career Bridge for All (CCB4A) is a near-peer matriculation program that is a collaboration between CUNY and the NYCPS and aims to increase enrollment and persistence in college or career programs. The Coordinator will focus on coordinating training, professional development and external partnerships opportunities that engage our 200+ Bridge Coaches across all CCB4A portfolios in addition to supporting other elements, including their recruitment, hiring, and management of Coaches. The Coordinator will also support the additional near-peer matriculation projects under the CCB4A portfolio. They will work closely with Bridge Coaches, coach support staff, and other CCB4A staff to ensure Bridge Coaches are supported, invested in and prepared to support students to pursue their college and career plans.

## Other Duties

---

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Other Duties

- Coordinate Training & Professional Development for CCB4A Staff members (60%)

- Lead in the development of synchronous and asynchronous content focused on college enrollment, career exploration, financial aid and youth development
- Create and manage structures to track completion and comprehension of synchronous and asynchronous content
- Manage delegation of key components of the training project plan with other CCB4A full time staff members
- Build trainings that onboard staff seamlessly into CCB4A's team culture and program values
- Uphold historic CCB4A training structures while managing intentional improvements to the CCB4A training experience
- Facilitate training sessions
- Attend Professional Development & Post Secondary Success networking events to foster new partnerships and stay up to date with changes/updates in the field
- Manage and develop external partnerships to deepened our near-peer mentor training experience
- Support on Recruitment and Hiring (15%)
  - Conduct Initial review of applicants, participate in interview processes and candidate selection
  - Support Program Administrator in coordinating paperwork and on-boarding process of approximately 200 seasonal program staff
- Support to Oversee Management of near-peer mentors & near-peer mentor supervisory staff (15%)
  - Support staff supervising near-peer mentors & their supervisors
  - Develop professional development content for 200 current CUNY students
  - Manage programmatic data and do ongoing analysis to inform program development
  - Collaborate on program evaluation and best practice analysis to inform program
- Other Duties (10%)
- Collaborate on pre-college advising efforts across programs within K-16 Initiatives that engage both CUNY central and campus level staff
- Other duties as assigned

## Qualifications

---

### CORE COMPETENCIES/QUALIFICATIONS

#### Minimum Qualifications

- Associate's degree and 1 year of FT work experience required
- 3+ years of experience in college advising and positive youth development practices, with progressive project management responsibilities
- Commitment to [program values](#) of equity and inclusivity, teamwork, community, growth, excellence, partnership and having fun.
- Experience with group facilitation & training development
- Proficiency in Google and Microsoft suite of programs & otherwise digitally literate and proficient

#### Preferred Qualifications

- Experience attending and/or working with NYC public schools
- Previous experience with College & Career Bridge for All or similar programs
- Experience in and commitment to youth leadership and college access/persistence for students traditionally underrepresented in college

- Experience working collaboratively and cooperatively with a diverse community of students, staff, and external constituents
- Experience with data collection and analysis, and database management to support effective program operations and program evaluation

**Physical Requirements**

- This position is located in a professional office or school environment and is currently hybrid, working 70% in person (7 days) in office and 30% remote (3 days) during every two-week payroll cycle.