
Job Title	Associate Program Manager
PVN ID	VA-2404-006240
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Full Time
Annual Salary	\$65,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Jun 21, 2024 (Or Until Filled)

General Description

Founded in 2006, the mission of the CUNY Building Performance Lab (CUNY BPL) is to advance high-performance building operations and practices in existing commercial and public buildings. We focus on improving efficiency and optimizing building operations through building systems research and development; continuing education programs for facility managers, building operators, and energy professionals; and internships for CUNY students.

Through its partnership with the City of New York, CUNY BPL is hiring qualified energy management professionals to serve as on-site consultants and fill critical staffing capacity needs at the Department of Citywide Administrative Services' ("DCAS") Division of Energy Management ("DEM"). For background, DEM serves as the hub for energy management for City government operations. DEM develops the City's annual Heat, Light, and Power Budget; manages the City's electricity, natural gas, and steam accounts; helps agency partners identify and pursue energy-saving opportunities; does energy efficiency and clean power generation projects across the City's portfolio; and implements operations and maintenance best practices. Specifically, DEM is tasked with leading the City's efforts to reduce emissions from City government operations 40 percent by 2025, 50 percent by 2030, and 80 percent by 2050 from baseline.

For this specific role, CUNY BPL seeks an enthusiastic, initiative-driven Associate Program Manager to work within their team and the DEM Talent and Organizational Development (TOD) team. The Associate Program Manager will offer program management and strategic communications support for the On-Site Energy Professionals (OEP) Program. They will work closely with both the CUNY BPL team and DEM team. The Associate Program Manager will develop and implement processes to increase organizational effectiveness, support workforce planning and recruitment, and develop resources within the context of the OEP Program.

This is a hybrid position. Remote work arrangements are not a right or entitlement of employment and, as such, are discretionary and subject to operational needs unless otherwise provided by the CUNY Flexible Work Guidelines. Immigration sponsorship is not available through this program.

Other Duties

Under this assignment, the person's responsibilities may include, but not limited to the following:

- **Program management** | Serve as the CUNY BPL point of contact for the OEP Program and contribute to the effective, efficient management of the Program, in partnership with the CUNY BPL and DEM teams. Identify and implement recommended policy changes and process improvements.
- **Personnel support** | Serve as the Liaison for OEP's and their supervisors to RFCUNY Human Resources Department to enable them to appropriately provide human resources services to OEPs that fall under their domain.
- **Performance tracking and staff reporting** | Manage performance tracking for the OEP Program and contribute to accurate reporting of performance metrics for the program, including collecting and analyzing data.
- **Strategic communications and documentation administration/management** | Manage and administer all informational and programmatic communications to OEP staff and supervisors.
- **Recruitment support** | Provide recruitment support for all open OEP positions, including downloading resumes, maintaining recruitment tracker, complete initial screening of resumes and assisting with interviewing.
- **Budget management** | Support budget tracking for the OEP Program and assist in preparation of required mid and year-end budget reporting documentation.
- **Special project support** | Serve as a project manager for distinct talent, organizational, and workforce development special projects.
- **Other duties as assigned** | Provide additional programmatic support, as required.

Qualifications

The ideal candidate will bring the following education, skills, and experience to this position:

- A bachelor's degree from an accredited college or university with specialization in an appropriate field.
- At least two years of responsible full-time work experience, preferably within a people operation, learning and development, or strategic planning context.
- Excellent written, verbal, and graphic communication skills, with ability to produce polished, well-structured deliverables.
- Strong problem-solving skills and a track record of taking initiative to solve identified needs, with appropriate and timely stakeholder consultation along the way.
- Ability to work effectively autonomously, with strong interpersonal skills.
- Motivated to develop process improvements and to learn and apply new expertise

Preferred Skills and Experience

- Experience in budget planning and analysis.
- Energy efficiency background or knowledge, or interest in.
- City government background or knowledge, or interest in.
- Experience in talent acquisition or human resources.
- Experience with Notion, or similar project management platforms.

