

Job Title	Program Manager
PVN ID	VU-2309-005842
Category	Administrative Services
Location	OFFICE OF SR VC FOR UNIVERSITY RELATIONS
Department	CUNY Citizenship Now!
Status	Full Time
Annual Salary	\$70,000.00 - \$73,000.00
Hour(s) a Week	35
Closing Date	Nov 08, 2023 (Or Until Filled)

General Description

CUNY Citizenship Now! We are the largest university legal assistance program in the nation, providing free and confidential citizenship and immigration law services. We believe in empowering immigrants so that they are in control of their immigration case, a model of legal assistance called pro se. Through this model, our attorneys and paralegals help more than 15,000 individuals each year, all on the path to citizenship. In addition to our one-on-one services, we have also develop an event model to help large groups with their immigration applications. The model is nationally recognized, has been implemented by other organizations, and has served thousands of immigrants who cannot afford to pay for private attorneys. We also work with our partners to offer Civics classes and workshops about immigrant rights, business creation, and finances.

JOB DESCRIPTION:

The **Program Manager** will work closely with the Interim Executive Director to organize and coordinate the program. You will also oversee the progress of operations.

The ideal candidate will be an excellent leader and will have experience in managing staff of different disciplines to produce results in a timely manner. They will also be able to develop efficient strategies and tactics.

The goal is to ensure that all programs deliver the desirable outcome to our organization.

Other Duties

DUTIES AND RESPONSIBILITIES:

- Formulate, organize and monitor inter-connected projects
- Coordinate program staff and resources to execute and deliver projects within a specified timeline
- Coordinate cross-project activities

- Apply change, risk and resource management
- Resolve projects' higher scope issues
- Prepare reports for Interim Executive Director
- Other duties as required

Qualifications

CORE COMPETENCIES/ QUALIFICATIONS:

- Bachelor's degree required in related field, Master's degree preferred. Experience in a nonprofit management position with grant writing and project management duties
- Strong organizational and project management skills to work closely with different departments
- Ability to work independently and lead a team in a fast-paced, demanding, and complex work environment
- Excellent interpersonal and relationship management aptitude, and ability to work in a culturally diverse environment
- Self-motivated, detail-oriented, highly organized professional with the ability to work well under pressure and thrive in a fast-paced environment; Ability to think and problem-solve creatively
- Flexibility to work evenings and at least one Saturday per month