Job Title	Program Director, DSS Anti-Bias/Trauma Informed Training Ini
PVN ID	PS-1909-003287
Category	Research
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	Office of Professional Education and Wor
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jan 29, 2020 (Or Until Filled)

General Description

About the CUNY School of Professional Studies:

CUNY SPS provides online and on campus degree and certificate programs that meet the needs of adults who are looking for a seamless way to finish or transition into a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers. Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited online degree and certificate programs for students who want the flexibility and convenience of online education.

Within CUNY SPS, the Office of Professional Education and Workplace Learning (PEWL) designs custom workplace learning programs to help organizations achieve their goals. To our partnerships, we bring knowledge of research-based learning practices as well as experience in developing innovative programs.

A CUNY SPS Program Director, Department of Social Service (DSS) Anti-Bias Training Initiative, is being sought to launch and manage a new city-wide initiative to train 17,000 DSS staff on anti-bias curriculum. The Program Director directs all program activities including, but not limited to: needs assessment; strategic planning; budgeting and forecasting; deliverable project management and implementation; communication and reporting; and the recruiting, onboarding, and oversight of program staff.

Other Duties

Reporting to the Executive Director, PEWL, the Program Director will:

- Lead project-wide strategic planning including, but not limited to, the implementation of all project planning, deliverable development and review processes, implementation, quality assurance, and project evaluation functions.
- Develop and implement project management techniques to ensure that deliverables are produced on time, within budget, and to specified scope.

- Lead need assessment processes, ensuring deliverables are scoped, researched, and designed thoroughly, and implement standardized best practices; provide recommendations for improvement in these areas.
- Facilitate regular communications (meetings, conference calls, site visits, etc.) between staff at CUNY, the sponsor agency and other project partners.
- Identify program metrics and ensure accurate tracking towards program milestones (i.e., deliverable timelines, completed deliverables, training courses, number of participants, etc.).
- Ensure the development of logistical plans for the roll out of courses and the on-going evaluation of instructor performance and training effectiveness are implemented; provide recommendations for improvement in these areas.
- Maintain and expand upon productive relationships with project stakeholders including representatives of City agencies, University administrators, faculty, staff, and independent contractors.
- Travel to various training sites in all five boroughs.
- Identify and manage vendor and independent contract agreements, as appropriate.
- Recruit, onboard and directly supervise direct reports, as appropriate.
- Other duties as assigned.

Qualifications

- Master's degree in related field preferred. Bachelor's degree required.
- Advanced knowledge of Equity, Diversity, Inclusion, Trauma, and Anti-Bias content.
- Advanced capacity to engage in conversations around equity, e.g., power, privilege, trauma, and discrimination based on race, ethnicity, language, socioeconomic position, sexual orientation, gender identity, and gender expression.
- A minimum of four (4) years, full-time experience directly related to managing the implementation of complex Anti-Bias Trauma Informed training, staff development, and/or workplace learning initiatives.
- Strong relationship management skills for working effectively with both external and internal partners and stakeholders.
- Ability to engage in innovative and creative problem solving.
- Excellent oral and written communication skills, interpersonal skills and demonstrated ability to interact professionally and build capacity among colleagues from culturally diverse backgrounds and in different project settings.
- Strong writing skills needed to review and produce clear and concise materials.
- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment, with the ability to carry out complex assignments and adapt to changing situations and priorities.
- Strong computer skills and knowledge of Microsoft Office (Word, Excel).
- Experience managing the development of online or eLearning courses, a plus.
- Demonstrated ability to lead a team of professionals to provide excellent service and high-quality results.
- Knowledge of governmental operations, human services, and /or homelessness programs, a plus.