

**Title:** Coordinator

**Department:** Division of Adult and Continuing Education

**Location:** LaGuardia Community College

**Issue Date:** Monday, December 19, 2011

**PVN Number:** RAD-890

**General Description:**

The City University of New York offers a wide range of youth leadership and workforce development programs, in both traditional degree programs and in continuing education. Using funding from the NYC Department of Probation in January 2012 LaGuardia Community College launched a program directed at preparing young adults in the juvenile justice system for employment, to obtain high school equivalency diplomas and entry into higher education. A Project Coordinator is needed to implement the program from the ground up.

The Young Adult Justice Program will provide services within the Jamaica, Queens Community. The program is intended to connect low income out of school young adults from the Jamaica community to educational, employment, community service and life skills resources. YAJP will serve young adults who do not have a high school diploma and are reading at an 8th grade level.

The program will provide computer literacy; financial literacy workshops and self-sufficiency counseling; job readiness workshops, job development and follow-up; GED instruction, community service or internship opportunities, or assistance with applying to college.

The YAJP Coordinator will be hired in February 2012 and will be responsible for laying the groundwork for and overseeing the successful implementation of this important program.

Reporting to the Director of Center for Community Education the YAJP Project Coordinator will oversee the creation, implementation, and day-to-day operations of YAJP. Key responsibilities include the following:

- Coordinate planning activities to implement the YAJP program, including engagement and interface with curriculum designers, selection of program staff, preparation of program site within the Jamaica community, recruitment of program participants, creation of program forms, design of program marketing strategies and materials, and other tasks required to ensure timely and successful program start-up
- Once program is started, coordinate day-to-day program activities to ensure that the program is operating as intended and that program goals are being met
- Supervise full time professional staff and part time adjuncts and workshop leaders

## **Other Duties:**

The Coordinator must also be able to perform the following:

- Represent YAJP at Department of Probations meetings, and engage in public outreach efforts such as interfacing with public and private organizations within the Jamaica community, developing reports and brochures for distribution, and public speaking;
- Review and implement program policies and procedures in conjunction with appropriate administrative staff;
- Outreach to appropriate partners for partnership and new program development;
- Oversee the collection and analysis of data relating to applicants, program completion, job placement, educational achievement, and other outcomes, and overall enrollment/retention/completion trends;
- Maintain professional relationships with campus personnel to enhance the quality and timeliness of program services;
- Prepare internal program reports and prepare of externally mandated program reports;
- Other related duties as assigned by the Director of Community Education.

**Salary: \$50,000 - \$55,000**

## **Core Competencies/Qualifications:**

- Bachelor's degree in social work, counseling or related discipline required. Master's degree strongly preferred.
- A minimum of 3 years of experience working in juvenile justice education, training, and/or workforce development programs, including at least 2 years of supervisory/managerial experience.
- Ability to work independently and collaboratively in a demanding and complex work environment, to carry out complex assignments in a timely manner, and to adapt to changing situations and priorities;

- Excellent written and oral communication skills, and strong computer skills in Microsoft Office (Word, Excel and Access);
- Strong analytical capability, supervisory and interpersonal skills, and ability to interact with audiences of varied knowledge and expertise;
- Experience in data analysis and writing reports;
- Ability to work a flexible schedule, including evenings and weekends;
- The ideal candidate will also have experience working with the target population and experience working in a community setting and/or a college or university setting.

**To apply, go to [http://www.rfcuny.org/hr/pvn/cgi-bin/show\\_job.asp?pvn=RAD-890](http://www.rfcuny.org/hr/pvn/cgi-bin/show_job.asp?pvn=RAD-890)**