



Job Title	Community Manager - Urban Male Leadership Academy
PVN ID	BM-2504-006785
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	Academic Affairs
Status	Full Time
Annual Salary	\$60,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Jun 03, 2025 (Or Until Filled)

General Description

Located in the heart of New York City, the Borough of Manhattan Community College embodies the bustling energy of Tribeca's cultural hub, the dynamic spirit of Wall Street, and the enduring promise of the Statue of Liberty. Here, every student is not just a learner but a vital part of our diverse community.

The Urban Male Leadership Academy (UMLA) at Borough of Manhattan Community College is firmly committed to increasing the enrollment, retention, and graduation rates of groups severely underrepresented in higher education, particularly men of color. Participation in UMLA is open to all BMCC students and recent alumni.

Through structured mentorship, individualized academic support services, leadership training, pipelines to higher education, and professional opportunities, UMLA aims to prepare BMCC graduates ready to address their generation's unique challenges.

The Community Manager at the Urban Male Leadership Academy (UMLA) at Borough of Manhattan Community College (BMCC) plays a vital role in fostering an inclusive and supportive environment for our students. This position is dedicated to enhancing student engagement, promoting leadership development, and building a vibrant community that empowers young men to thrive academically and personally. The UMLA Community Manager will serve as a key liaison between students, faculty, and the administration, orchestrating impactful programs and events tailored to student interests and needs. This includes workshops, networking events, and mentorship opportunities designed to inspire personal growth and professional readiness. By cultivating strong relationships and addressing the unique needs of our UMLA student body, the UMLA Community Manager will help shape a transformative educational experience that prepares students for success both in college and beyond.

Responsibilities:

1. Event Planning

- Organize workshops, seminars, and networking events that promote student engagement and professional development.

- Coordinate logistics for events, including venue, speakers, and materials.
- 2. Community Engagement**
 - Foster a positive and inclusive community atmosphere at BMCC.
 - Organize and facilitate UMLA / BMCC community-building activities and events.
 - Act as a liaison between BMCC students, faculty, and administration.
- 3. Communication**
 - Maintain regular communication with students through newsletters, social media, and announcements.
 - Address student inquiries and concerns promptly and effectively.
 - Promote UMLA initiatives and programs to the broader college community.
- 4. Program Development**
 - Design and implement UMLA programs that support student leadership, academic success, and personal development.
 - Collaborate with faculty and staff to align programs with academic goals and student needs.
- 5. Student Support**
 - Provide guidance and resources to UMLA students for academic and personal challenges.
 - Develop mentoring and support networks within the UMLA / BMCC community.
- 6. Marketing and Promotion**
 - Create promotional materials for UMLA programs and events.
 - Utilize social media and other platforms to increase visibility and engagement.
- 7. Data Collection and Reporting**
 - Gather feedback from students regarding community needs and program effectiveness.
 - Prepare reports on community engagement metrics and program outcomes.
- 8. Collaboration and Partnerships**
 - Build relationships with internal BMCC and external organizations, businesses, and community leaders to enhance student opportunities.
 - Seek funding and sponsorships for community initiatives.
- 9. Policy Development**
 - Help develop and enforce BMCC/ UMLA community policies and guidelines that promote a respectful and safe environment.
 - Address any conflicts or issues within the UMLA community in a fair and timely manner.
- 10. Continuous Improvement**
 - Stay informed about best practices in BMCC community management and student engagement.
 - Participate in professional development opportunities to enhance skills and knowledge.
 - Advocate for diversity and inclusion within the BMCC community.
 - Develop programs that address the needs of underrepresented groups, especially men of color at BMCC/ CUNY.

Other Duties

Chaperone off-campus student trips on occasion. Occasional weekend and/or evening work.

Qualifications

- Bachelor's degree required, Master's degree in a related field is preferred
- A minimum of two years of related experience
- Knowledge of higher education and working with underserved populations
- Excellent interpersonal, organizational, and communication skills (verbal and written)
- Strong project management skills, attention to detail, and the ability to meet deadlines
- Ability to work independently in a dynamic environment with changing priorities and multiple responsibilities
- High levels of computer literacy and familiarity with social media marketing strategies and tools
- Proficiency with Microsoft Office Suite, specifically Word and Excel