
Job Title	Project Director
PVN ID	BX-1711-002182
Category	Managerial and Professional
Location	BRONX C. C.
Department	Division of Workforce Development
Status	Full Time
Annual Salary	\$55,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Jan 18, 2018 (Or Until Filled)

General Description

The Project Director is responsible for overseeing grant-funded workforce training programs that are developed and managed by the Bronx Community College (BCC) Division of Workforce Development and Continuing Education. Reporting to the Dean of the division, the Project Director provides the day-to-day oversight, supervision, guidance and support to ensure the success of the workforce training programs in his/her portfolio. The Project Director also serves as a liaison with BCC faculty, program funders and with the CUNY Research Foundation, which is the fiscal conduit for these grant-funded initiatives.

Recently, BCC was awarded two significant grants in support of workforce training programs to prepare students for entry-level positions in community and behavioral health. Therefore, in 2018 the focus of the Project Director position will largely be on the management of these two new healthcare-related workforce training programs.

Primary Responsibilities

- Supervision and coordination of program personnel
- Manage relationships with program funders, employer partners, BCC faculty, CBOs and other program affiliates
- Budget management; financial oversight and reporting
- Program reporting to funders per grant terms
- Manage process of curriculum refinement/adaptation
- Program marketing and student recruitment
- Applicant screening and enrollment
- Oversee student support; ensure student success and completion
- Student placement in internships, work experience, paid employment
- Data collection, program analysis and evaluation
- Oversight of logistics, facilities, supplies
- Other duties as assigned

Other Duties

Qualifications

Minimum Qualifications

- Bachelor's degree and relevant project management experience
- Solid organizational, supervisory and information management skills
- Strong interpersonal and written/verbal communication skills

Preferred Qualifications

- Track record of success in managing high-profile initiatives with multiple stake-holders
- Relevant experience in healthcare; community health; behavioral health; addiction and recovery
- Experience in job training, workforce development, continuing education
- Experience in higher education
- Solid business/program analytic and reporting skills
- Social media, website/app management and relevant tech and computer skills
- Budget management and financial reporting experience