

<b>Job Title</b>	Project Coordinator
<b>PVN ID</b>	HC-1710-002133
<b>Category</b>	Managerial and Professional
<b>Location</b>	HUNTER COLLEGE
<b>Department</b>	Social Work
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 29, 2018 (Or Until Filled)

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## General Description

The National Center for Child Welfare Excellence, Silberman School of Social Work at Hunter College through an exciting new partnership with New York City Administration for Children Services (ACS) will develop, implement and evaluate transfer of learning strategies for the ACS Workforce Institute. The ACS Workforce Institute (WI) is a state-of-the-art professional development institute that strengthens skills and provides support to child welfare and juvenile justice frontline staff as they strengthen and support New York City's families and children. Through partnership with the City University of New York (CUNY), the ACS Workforce Institute offers professional learning initiatives that move beyond the classroom to enhance skill development for new and seasoned ACS and provider agency staff. Through the Silberman School of Social Work and ACS partnership, the Project Coordinator will join a dynamic team responsible for launching the new Supporting Knowledge into Practice initiative.

Reporting to the Program Director, the Project Coordinator will work closely with CUNY and ACS leadership and operational staff to support the implementation of transfer of learning strategies within New York City's child welfare system. Working closely with the Program Director, the Project Coordinator will develop and implement a variety of processes and procedures to ensure successful and efficient program operations, including budget monitoring; hiring and onboarding; work-plan status tracking; program data monitoring; and engaging and monitoring the work of external vendors/consultants. The Project Coordinator will also provide administrative support to the team.

The new hire will join a team of CUNY colleagues and work on site at one or more of the ACS Division of Child Protection (DCP) and/or Division of Youth and Family Justice (DYFJ) locations in: Bronx, Brooklyn, Manhattan, Queens, and/or Staten Island.

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## Other Duties

Responsibilities of this position include:

- Support efforts to promote and establish buy-in for the vision and planning related to building a learning culture and implementing the coach approach
- Define and document policies and procedures for program management
- Develop, implement, and manage procedures and documentation to source, contract, and track progress for vendors and consultants
- Collaborate with Silberman School of Social Work operational team to ensure the successfully processing of vendor contracts and payments
- Coordinate and publish regular status updates to the work-plan
- Manage and coordinate program projects on behalf of the Program Director
- Support the development of hiring and onboarding processes
- Support the development and implementation of a plan for professional development activities for the program
- Support efforts to ensure the effective flow of communication with ACS WI team (including CUNY SPS partners), ACS division leadership, and other training partners, to support the successful implementation of program activities
- Provide day-to-day support to the Program Director as well as administrative support to program staff as needed
- Attend meetings as required and necessary to fulfill the needs of the department and to support the timely meeting of the deliverables
- Attend learning events and meetings as indicated

## Qualifications

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### Qualifications

- Bachelor's degree required, preferably in the field of Social Work, Psychology, Counseling or a related field. Master's degree preferred
- Ability to develop and manage effective tracking and monitoring systems
- Experience managing projects
- Sensitivity to diverse cultural and linguistic populations
- Experience working in a human or social service organization
- Ability to travel between program locations to support program staff as needed
- Strong working knowledge of Microsoft Word, Excel, and PowerPoint

### Preferred Skills:

The preferred candidate should possess the ability to work on multiple projects effectively and efficiently, both independently and collaboratively within a team. Excellent oral and written communication skills, strong organizational skills and attention to detail as well as a proficiency in computer applications such as Word, Outlook and Excel. Candidate should be able to appropriately interact with various levels of ACS and CUNY leadership and offer feedback on ways to further the mission of the ACS Workforce Institute. A commitment to a collegial workplace is required.

**Hours:** 35 hours/week (daily schedule 9am-5pm, with some occasional evening hours required).

When positions become available for hire, official listing will be posted at <https://www.rfcuny.org/careers/>

For further information about this job opportunity, please contact [WICoaching@acs.nyc.gov](mailto:WICoaching@acs.nyc.gov)

**Applicants are asked to submit a cover letter that details how your qualifications match this position description along with a resume, and contact information for three references.**

All staff working on this project in partnership with the ACS WI will be employees of the Research Foundation of the City University of New York. Employment is contingent on satisfactory clearances.

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