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Job Title	Project Coordinator/Curriculum Development
PVN ID	HC-1801-002304
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	Brookdale Center for Healthy Aging
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Mar 18, 2018 (Or Until Filled)

## General Description

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The Brookdale Center for Healthy Aging at Hunter College improves the lives of older adults through research, policy, and professional development. Brookdale faculty and staff engage in research, policy analysis and development, and workforce education. We are a leading provider of education and professional development services, including curriculum development and training on issues related to aging, elder law, and elder justice.

We are seeking a smart, enthusiastic, flexible, and entrepreneurial individual with strong communication and interpersonal skills. The **Project Coordinator/Curriculum Development Assistant** will perform operational, administrative, and curriculum development tasks that support and promote the work of the Learning and Development team and the Center, including outreach to Brookdale's community-based partners at organizations, institutions, and public agencies.

## Other Duties

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Primary responsibilities of the Project Coordinator/Curriculum Development Specialist include:

- Assisting in the design and development of curricula and trainings for direct service workers and managers in aging services and related fields
- Working with Brookdale staff to facilitate planning, development, execution, and evaluation of educational trainings and events across New York State.
- Coordinating communication and collaboration with key project stakeholders to manage daily operations of programs, including faculty, staff, and students at Brookdale, Hunter College,
- and CUNY; partners at New York City and State offices and divisions; trainers and other consultants; and community-based organizations and coalitions
- Assisting and managing Brookdale project activities across all departments, including grant-writing, planning, implementation, and evaluation of training and research project
- Maintaining calendars, scheduling meetings, tracking correspondence, and managing external

communications and outreach

- Assisting in the preparation and development of data, reports, presentations, and grant proposals
- Other Duties as assigned

## Qualifications

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### Qualifications:

The successful candidate will be a bachelor's prepared (masters-level preferred) individual with outstanding written, oral, and interpersonal communication skills, and a record of developing and managing complex, interdisciplinary projects involving multiple constituents. Must have a strong work ethic and the ability to collaborate effectively with internal and external partners. We seek someone who is highly organized, detail-oriented, professional, and able to work independently and under pressure on multiple deadline-driven projects. Strong client service skills, strategic thinking, and the ability to work with diverse individuals and communities are required. Knowledge in one of the following areas is a plus: aging, aging services, adult abuse and elder justice

The candidate must have strong curriculum development skills, including:

- Ability to design and develop curriculum content and training materials for human service professionals and managers
- Solid understanding of adult learning theory and instructional design principles
- Strong analytical, research, organizational, and problem-solving skills
- Graphic design and layout skills

Must be able to manage and coordinate the operational aspects of training events throughout New York State. Candidates should have knowledge of and proficiency with Microsoft applications including: Outlook, Excel, PowerPoint and Word and the ability to use Adobe Creative Suite. Bilingual candidates with fluency in Spanish are preferred. Flexible schedule: some travel is necessary.