
Job Title	Leadership Coach
PVN ID	HC-2510-007089
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	Silberman School of Social Work
Status	Full Time
Annual Salary	\$80,000.00 - \$97,500.00
Hour(s) a Week	35
Closing Date	Jan 31, 2026 (Or Until Filled)

General Description

The Administration for Children's Services' Office of Training and Workforce Development and City University of New York Hunter College Silberman School of Social Work partnered and launched the Institute for Leadership Development. The Institute for Leadership Development's mission is to strengthen the leaders working within public and private child welfare and juvenile justice agencies in New York City to promote the establishment of psychologically safe work environments that embrace equity, transparency, and innovation and strengthen the workforce. There are a variety of training programs housed within the Institute of Leadership Development. We are looking for individuals who share our passion for developing leaders working in the public sector to support them in meeting the needs of children, youth, families, and communities.

We are currently seeking a full-time Leadership Coach to provide high-quality coaching sessions and support. The Leadership Coach will be an integral member of the Institute for Leadership Development on the CUNY Hunter College Silberman School of Social Work implementation team with a major focus on coaching facilitation for participants in the Leading and Exploring Through Accountability and Development (LEAD) program. The LEAD program integrates the National Child Welfare Workforce Institute (NCWWI) evidence-informed leadership training with Group Coaching and Intentional Community Building Sessions to effect system-wide change. LEAD participants will work together on a change initiative project to tackle their toughest challenges around: (1) leadership development, pipeline planning, strategic talent management, and managing a multi-generational workforce; (2) social justice, racial equity, diversity, inclusion, and systemic oppression; and (3) developing strategic partnerships with city agencies, community partners, and advocates to address challenges and concerns that impact the families and communities they serve.

The Leadership Coach's role is to support leaders' acquisition of the knowledge, skills, and abilities needed to support safety for all children and equity for our children, youth, families, communities, and workforce. The Leadership Coach will be expected to provide coaching to leaders to help them advance their personal leadership goals and their organizational goals, and support leaders in enhancing partnerships with communities to make lasting system-wide improvements to better meet the needs of children, youth, and families in New York City. The Leadership Coach will also support the Leadership Facilitator who provides the training components of the LEAD program.

Other Duties

- Plan and facilitate individual and group coaching for LEAD participants, including intentional community-building sessions.
- Ensure learning outcomes and objectives for each session are met across multiple training locations and virtually as assigned and approved.
- Apply adult learning concepts and foster an effective learning environment for participants.
- Create an environment of experiential learning to support the development of leaders' knowledge, skills, and abilities that are needed to drive the child welfare and juvenile justice mission to support safety for all children and equity for children, families, communities, and the workforce.
- Assist with the preparation of all instructional materials, including presentations, handouts, etc. for each coaching session or event.
- Complete training and coaching preparation, collaborate with other coaches and facilitators, and engage in ongoing professional development.
- Ensure program participants meet training objectives and complete activities in accordance with the provided curriculum.
- Motivate and inspire leaders to achieve objectives by facilitating discussions using practical examples and real-life experiences.
- Work with talented, mission-driven peers in a fast-paced, dynamic environment.
- Perform day-to-day operational responsibilities, including the set-up and closeout of learning spaces, including virtual training platforms.
- Complete required documentation and reports (such as attendance rosters communications) as needed.
- Collaborate with leadership facilitators and other leadership coaches to support the successful development of program participants.
- Participate in regularly scheduled meetings, including for the Institute for Leadership Development and organization-wide.
- As needed, provide ongoing transfer of learning opportunities, including individual & group consultation, onsite/virtual support, and coaching.
- Other duties as assigned.

Qualifications

- Master's degree in social work, management, education, organizational development, or related area. Five years' experience providing professional coaching for leaders.
- Personal and professional integrity that communicates a sense of mission, leadership, and ability to self-start.
- Evidence of effective problem-solving, critical thinking, and decision-making skills.
- A demonstrated positive and proactive approach in identifying creative and innovative solutions. Strong presentation skills in multiple modes to diverse audiences.
- Experience as supervisor or manager in education or public sector or not-for-profit. Child welfare experience a plus.
- At least five years' experience in leadership development and/or adult learning either in an education or public sector or not-for-profit. Child welfare experience a plus.

- Understanding of and ability to provide differentiated feedback based on adult developmental stages of growth.
- Ability to work well in a team environment, establish good rapport at all levels of the organization, and work with and relate to people from diverse backgrounds.
- Superb time management and organizational skills; the ability to independently manage multiple events at one time at a rapid pace; demonstrated ability to be thorough with strong attention to detail.
- Ability to synthesize complex information and topics.
- A demonstrated commitment to racial equity and social justice.
- Ability to encourage a commitment to action and the development of your own personal and professional growth.
- Ability to be flexible and adaptable in an ever-changing environment and growing organization. Self-motivated individual who demonstrates initiative without waiting for direction.
- Ability to manage group dynamics and to create discussion and collective input. Must be able to lift, move up to 30 lbs.
- Strong computer skills, including Microsoft Office and video conferencing tools. Ability to travel for different events and learning sessions.

Hours: 35 hours/week with daily schedule 9am-5pm (some occasional evening hours required). Currently on a hybrid schedule.