
Job Title	Project Associate
PVN ID	HC-2510-007092
Category	Administrative Services
Location	HUNTER COLLEGE
Department	Social Work
Status	Full Time
Annual Salary	\$42,000.00 - \$52,000.00
Hour(s) a Week	35
Closing Date	Dec 31, 2025 (Or Until Filled)

General Description

The Behavioral Health Care Coordination training program has been operating from the Hunter College, CUNY, School of Social Work (Silberman) in collaboration with the New York State Office of Mental Health and the New York City Department of Health and Mental Hygiene since July, 1990.

The program provides Behavioral Health Care Coordination training for employees of City and State affiliated Behavioral Health Care Coordination programs. The goal of the BHCC training program is to provide Care Coordinators and Care Coordination Supervisors with essential skills to ensure whenever possible that consumers are maintained in the least restrictive community environment. After completion of the core curriculum, participants qualify for certification as Behavioral Health Care Managers.

The BHCC training program seeks a full-time Administrative Coordinator to provide operations, administrative, and training delivery support for the program. The Administrative Coordinator will work closely with the Program Coordinator and Principal Investigator to ensure the smooth operation of the training program. The administrator will serve as a point of contact for the BHCC team for both in-person and virtual training sessions. The Program Administrator may interact with staff at different levels, trainers, and funders; and must maintain professionalism and a high-quality focused attitude throughout.

Other Duties

Administrative and Communication Support

- Maintain routine correspondence with training participants, partner agencies, instructors, and other stakeholders
- Respond to routine inquiries regarding registration, schedules, and general program logistics
- Update and maintain distribution lists from program partners

Registration and Participant Tracking

- Prepare and maintain online registration forms for each training cycle.
- Open registration, monitor sign-ups, and issue registration reminders to participants.
- Compile participant information and share finalized lists with the Program Coordinator before each training cycle.

Training Logistics Support

- Serve as Zoom host and monitor during virtual training sessions to assist with participant access, attendance, and technical issues.
- Coordinate the hosting schedule with the Program Coordinator to ensure session coverage.
- Collect attendance data from the Program Coordinator and reconcile information into a master attendance roster.

Contract and Payment Processing

- Enter contract information into the Contract Manager system based on details provided by the Program Coordinator.
- Upload any required documentation and submit contracts for review and processing in the Contract Manager system.
- Submit invoices and Purchase Requisition forms for instructor compensation, following established procedures.

Certificates and Record Management

- Prepare and issue participant completion certificates, distinguishing between full and partial attendance.
- Maintain organized records for attendance, certificates, correspondence, and contracts.
- Assist with year-end and cycle-end administrative wrap-up to ensure records are complete and accurate.

Cycle Preparation and Reporting Support

- Assist in preparing materials, forms, and communication templates for upcoming training cycles.
- Provide accurate administrative data and documentation to the Program Coordinator for inclusion in program reports.
- Provide additional support to the Principal Investigator and Program Coordinator as needed.

Qualifications

- Bachelor's degree
- Work experience in a similar role
- Ability to work independently and collaboratively
- Strong organizational skills and attention to detail
- Strong problem-solving capacity to independently resolve routine and/or complex issues
- Strong written and verbal communication skills
- Demonstrated experience using data management technology
- Proficiency in MS Office 365 or similar tools

Please note: Candidates must be authorized to work in the United States. Sponsorship is not available for this position.

Location: Hybrid/Silberman School of Social Work, Hunter College, CUNY 2180 Third Avenue, NY, NY 10035.

