

<b>Job Title</b>	Program Director
<b>PVN ID</b>	LA-2502-006690
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Workforce Education Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$85,000.00 - \$90,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 04, 2025 (Or Until Filled)

## General Description

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### Program Overview

The Workforce Education Center is seeking a Director to oversee its Train & Earn Program that provides comprehensive occupational and work readiness training for out-of-school and out-of-work (OSOW) youth for entry into high growth occupations tied to in demand sectors. LaGuardia's training in high growth focus is in the following health care areas: Emergency Medical Technician (Basic), Certified Medical Administrative Assistant (CMAA)/Certified Clinical Medical Assistant (CCMA) and Central Service Technician/ Central Sterile Technician. Upon completion of training, students will begin a 150-hour paid internship and sit for a certification exam. This position will report to the Senior Director of Youth Workforce Development Initiatives.

The Train and Earn program Director will oversee the day-to-day activities of the program including planning and supervision of staff, facilitation of team meetings, budget and key program responsibilities including planning, developing, enhancing, and executing the program operations and milestones performances. Plans and coordinates program goals. Additionally, this position is responsible for budget oversight, hiring, supervision and management of staff, statistical reporting, and development of collaborative relationships with funding sources and program partners. This person will ensure a smooth program operation and fiscal management. As a key member of the Workforce Education Center's management team, participate in strategy and decision-making activities.

### Duties and Responsibilities

- Develops, directs and evaluates various employment program initiatives
- Hires, supervises, develops and manages staff to ensure that the Train & Earn Program meets its milestones.
- Supervises and evaluates program staff
- Identifies and develops client data and tracking methods
- Maintains accountability in meeting program goals and objectives
- Oversees all program workflow, staff, day-to-day program operations and all administrative functions
- Identifies marketing of program services to ensure that program eligibility and enrollment goals are met

- Provides innovative program development
- Undertakes external communications with a range of stakeholders, including funders, employers, local officials, service providers and others

## **LaGuardia Community College**

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers seventy-two associate degree and certificate programs, more than fifty non-degree workforce training programs, and dozens of ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 25,000 students. More than one-third of our degree-seeking students (35%) were born outside of the United States, coming to LaGuardia from 136 countries and speaking forty-three heritage languages. More than half (54 percent) are first-generation college students.

Sixty-nine percent of LaGuardia degree students live in Queens; the rest come from Brooklyn and beyond. Virtually all LaGuardia degree students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over the age of 25. Forty-six percent are Hispanic, well above the threshold of 25 percent required by the US Department of Education for designation as a Hispanic-Serving Institution (HSI). Sixty-six percent of LaGuardia degree-seeking students receive some form of financial aid. Close to half of our degree-seeking students attend part-time (49%), usually because they need to work to support their families. Tuition and fees are \$5,271 per year for a full-time student.

## **Other Duties**

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## **Qualifications**

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### **Core Competencies**

- Strong writing, analytical, interpersonal, time-management and communications skills required
- Must be organized, detail oriented and have the ability to work effectively under pressure in both a team setting and individually
- Excellent computer skills and proven excellence with data management, process flow, spreadsheet and database tracking systems
- Must possess strong leadership qualities
- Must be able to analyze and manage budgets.
- Ability to work with diverse stakeholders and to effectively manage partnerships
- Must be able to independently manage multiple projects
- Must have proficiency with MS Office Suite including; Word, Excel, PowerPoint, and Outlook.
- Knowledge of workforce development and managing job placement and retention programs
- Experience operating performance-based programming
- Excellent oral and written communication skills
- Knowledge working with clients from various socio-economic backgrounds and experience working with populations with multiple barriers to employment
- Experience managing supervisory and line staff required.
- Experience creating program operations and writing proposals in response to funding opportunities

- Hands-on experience with project management and budgeting
- Excellent communication and leadership skills and ideas and solutions for current and future contracts/grants

### **Required Qualifications**

- Bachelors' degree required and a minimum of 5 years or more of successful program management responsibility within workforce development.

### **Preferred Qualifications**

- Master' degree preferred
- Experience working with nonprofit organizations, community groups and performance-based government contracts.

Fingerprinting is required prior to or within the first 30 days of employment