

Job Title	Senior Employment Specialist
PVN ID	LA-2509-007040
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Annual Salary	\$68,000.00 - \$72,000.00
Hour(s) a Week	35
Closing Date	Nov 24, 2025 (Or Until Filled)

General Description

The Workforce Education Center is an arm of the Division of Adult & Continuing Education at LaGuardia Community College that works with youth ages 14-24 who are in need of an internship, a high school equivalency diploma, community service experience, entry in to the job market or interested in entering college.

This position reports to the Director of the Summer Youth Employment and Work, Learn & Grow Programs.

Primary Duties and Responsibilities

- Develop on an ongoing basis a wide range of jobs for youth ages 16-24 in industries that are in demand and required by the funding source
- Conduct job readiness activities including resume development and revision, interview skills, job search, and program specific workshops
- Support and Case-manage a segment of participants active in the program and through follow up
- Keep updated information regarding job fairs and Internet resources and participate in outreach and recruitment activities by coordinating and attending job fairs inside and outside of the College
- Work with businesses, agencies and organizations to address employment barriers for participants
- Disseminate information; provide outreach and training to potential employers and participants
- Maintain necessary documentation records
- Provide feedback to supervisor for improving the quality-of-service delivery
- Perform other related duties as assigned by the Director
- Maintain and update worksite and internship descriptions
- Call and/or visit worksites regularly to ensure compliance with funder requirements and assess participant progress
- Assist with recruitment, enrollment, intake, and assessments related to training and work-readiness programs
- Assess program participants to determine their job readiness and job interests
- Identify job opportunities for participants completing grant-based programs, establish referral process with employer and actively refer participants to other resources

- Actively research, engage, and cultivate relationships with employers and industry partners
- Maintain and contribute to a network of employer and industry contacts

Essential Functions of the Position

- Understanding and demonstration of superior customer service; sensitivity to confidential matters
- Ability to communicate both orally and in written standard form
- Knowledge of standard teaching practices, methods, and techniques
- Prepares and maintains accurate records, files, correspondence, reports, and other documents related to the development of jobs
- Respond to inquiries and concerns in a timely and professional manner
- Complies with professional ethical standards
- Completes all necessary reports, including worksite notes, data collection,
- Assists in obtaining competitive outcomes, including jobs for individuals

Other Duties

Qualifications

- A Bachelor's Degree required, Masters' degree preferred, and 3-4 years
- Experience in placing young adults in both internships and post-internship permanent jobs.
- Experience working with diverse populations including individuals with varied levels of job readiness skills and workshop experience
- Ability to communicate both orally and in written standard form
- Knowledge of standard teaching practices, methods, and techniques
- Ability to prepare and maintain accurate records, files, correspondence, reports and other documents related to development of jobs
- Self-motivated individual who takes initiative and has the ability to learn quickly
- Strong organizational skills, detail oriented, and customer service skills
- Proficient with MS Office Suite including; Word, Excel, Power Point and Outlook
- Willingness to a flexible work schedule

This is a grant-funded position through the Research Foundation of CUNY. Appointments are subject to availability of funding and satisfactory performance.

A background check and finger printing are required within 30 days of employment.

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 more than sixty associate degree programs and more than fifty workforce training, ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 24,000 students. More than one-third of LaGuardia's degree-seeking students are born outside the United States; they come from 136 countries and speak 43 heritage languages. Sixty percent are first-generation college students.

Virtually all LaGuardia students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over the age of 25. Forty-six percent of associate degree students are Hispanic. Upon graduation most students transfer to four-year colleges, typically in CUNY, to complete their baccalaureate degrees. Graduates of career programs such as Nursing, Computer Technology, and Veterinary Technology enter the workforce. LaGuardia ranked fifth among U.S. community colleges in economic mobility – moving low-income students into the middle class and beyond – in studies by Stanford University (2017) and the Brookings Institution (2020).