
Job Title	Education Specialist - Younger Youth
PVN ID	LA-2509-007041
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Annual Salary	\$64,000.00 - \$64,000.00
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 educational services, an internship, a high school equivalency diploma, community service experience, entry in to the job market or interested in entering college.

LaGuardia Community College is seeking an Education Specialist for the Summer Youth Employment Program (SYEP) younger youth ages 14 - 15, and other programs that operate mainly during summer months as well as additional program activities that operate year-round. The SYEP is a dynamic and highly engaging program that offers opportunities for young adults to learn new skills, explore potential careers, and earn money in the summer. This position reports to the Senior Education Specialist.

Position Overview

The Education Specialist will be responsible for organizing, implementing, and supervising both virtual and in-person educational and training components for youth programs targeting participants ages 14 to 15. The Education Specialist will work closely with Project-Based Learning facilitators to ensure participants complete their project-based learning activities and assignments. Additional workshop preparation is required for programs outside of SYEP.

Plans and coordinates public, professional, or community related educational programs. Develops curricula, prepares relevant presentations and materials, and organizes and delivers and/or facilitates classes, workshops, seminars, and other training services. Provides student advisement and associated services as appropriate. May research and prepare grant proposals or promotional material upon request.

Primary Duties and Responsibilities

- Attend all DYCD educational trainings as required; evaluating varied educational materials provided by DYCD
- Coordinate and collaborate with facilitators in the development, implementation, and modification of the

learning plans designed for 14–15-year-old youth.

- Meet with the Senior Education Specialist and team of facilitators to ensure appropriate delivery of all educational content as stipulated by DYCD.
- Confirm participants' learning, educational and performance outcomes are achieved.
- Assist in the recruitment and interviewing of SYEP facilitators as needed
- Train, mentor, and evaluate facilitators to ensure high- quality delivery of educational content.
- Co-facilitate training workshops in the use of materials and teaching methods.
- Meet with participants in all programs (in-person & virtual) to discuss their progress.
- Maintain strong relationships with program staff to ensure that all participants have successful outcomes.
- Review related workforce curricula for possible adoption and/ or incorporation.
- Other duties as assigned.

Other Duties

Qualifications

- Bachelor's degree required; Masters' degree preferred and 3-4 years of experience working with diverse populations and youth between the ages of 14 and 24 in an educational setting.
- Ability to analyze research data, draw conclusions, and provide well-founded recommendations.
- Strong work ethic, with effective program planning and implementation skills.
- Proficiency in the use of personal computers and relevant software applications.
- Comprehensive knowledge of communication principles, media, and marketing techniques.
- Skill in organizing and managing resources, as well as establishing priorities.
- Expertise in principles and procedures related to student advisement and related services.
- Advanced writing and editorial skills.
- Ability to initiate, plan, organize, prioritize, and execute assignments effectively.
- Proven ability to manage and facilitate educational programs successfully.
- Strong aptitude for meeting time-sensitive deadlines while collaborating with a diverse range of educational partners.

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 fingerprinting 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).