

Job Title	Project Assistant
PVN ID	NY-1801-002294
Category	Administrative Services
Location	NYC COLLEGE OF TECHNOLOGY
Department	
Status	Full Time
Annual Salary	\$40,000.00 - \$45,000.00
Hour(s) a Week	35
Closing Date	Mar 11, 2018 (Or Until Filled)

General Description

The Workforce Development Center (WDC) is the college's outreach to the general community, including community residents and the public, nonprofit and private sectors. In creating linkages to community and city agencies, unions and cooperation, WDC is able to collaborate in the creation of programs that serve targeted population- particularly historically marginalized groups (women and minorities) to educate and train them for careers that are emerging or projected to grow. The WDC also works with academic departments to develop appropriate training that meets the needs of private, public and nonprofit sectors, and that enhances the opportunities for learners to secure employment.

Other Duties

Summary

The Workforce Development Center is seeking a team-oriented professional to provide administrative support for the economic and workforce development projects. Under the direct supervision of the Director, the Project Assistant will support in areas of the division as assigned. Assist WDC team with engaging job seekers to maintain employment, wage gain, and career progress that are consistent with their vocational goal.

Essential Functions:

- Attend meetings and other community events for outreach and WDC representation
- Interview program applicants to obtain employment history, educational background, career goals using the employability assessment model and assess their employment needs
- Communicate directly with constituencies via face-to-face, one on one, telephone, email, and through writing
- Send a letter or introduce self and give brief explanation of WDC services
- Provide information about additional educational/vocational opportunities

- Maintain automated database to report and comply with sponsors request
- Continuously work with workforce development team to develop targeted re-engagement plans for job seekers who have not been following through on their career plans
- Create a strategy for continuously engaging all trainees/job seekers in the catchment area to maintain connections, encourage success and create a strong program presence
- Assist with planning special community events in conjunction with workforce development team (e.g., recruiting, job screening events, financial planning events, and networking events)
- Provide information workshops and proctor test sessions
- Correspond with employers during the participants' employment and report results to the WDC team
- Maintain file case notes and appropriate documentation about participants' progress
- Assist in developing flyers, brochures and other methods to advertise activities and update/promote social networking sites
- Assist program director with day-to-day administrative tasks

Qualifications

Skills/Qualifications

- Associates degree (Bachelor's degree preferred) with 2 years administrative background and experience working in a non-profit and/or workforce development setting
- Keen knowledge of community resources and services
- Effective marketing skills with the ability to represent Workforce Development Center programs, its clients, and services to employers
- Communicate effectively in both oral and written form
- Strong database management skills, Excel, ACCESS a plus coupled with other computer software knowledge
- Work independently and meet timelines
- Coordinate a variety of projects simultaneously
- Interpersonal skills to work cooperatively and effectively with individuals and groups
- Interact with adult learners from different cultural and socioeconomic backgrounds

Please Note: This is a grant-funded position