



Job Title	Implementation Specialist
PVN ID	PH-1804-002448
Category	Managerial and Professional
Location	CUNY SCHOOL OF PUBLIC HEALTH & HEALTH POLICY
Department	CIMH
Status	Full Time
Annual Salary	\$50,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Nov 20, 2018 (Or Until Filled)

General Description

Coordinates training and technical assistance projects related to various projects and other technical assistance contracts. Assists in developing training materials.

Other Duties

•Works with partner agencies to assess training and technical assistance needs. •Develops training materials in support of training initiatives and in line with partner needs. •Coordinates training with staff and partner agencies, confirming details and developing agendas in advance. •Identifies training gaps and proactively works to ensure continued development of training program •Maintains files including attendance sheets and training reports for administration.

Qualifications

•Computer literacy with proficiency in MS Word Excel, and PowerPoint. •Demonstrated organizational, interpersonal, oral and written communication skills and the ability to handle multiple assignments at any time •Master's Degree in social work, psychology, or related field plus 2+ years' experience; •Ability to generate, interpret and analyze data from multiple sources