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<b>Job Title</b>	Program Director, Community Behavioral Health Academy
<b>PVN ID</b>	PS-2105-004030
<b>Category</b>	Managerial and Professional
<b>Location</b>	CUNY SCHOOL OF PROFESSIONAL STUDIES
<b>Department</b>	CUNY School of Professional Studies
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$120,000.00 - \$130,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 03, 2021 (Or Until Filled)

## General Description

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### About the CUNY School of Professional Studies:

The CUNY School of Professional Studies (CUNY SPS) provides online and on campus degree and certificate programs that meet the needs of adults who are looking to finish or transition into a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers.

Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited degree and certificate programs for students who want the flexibility and convenience of online education. CUNY SPS was ranked in the top 5% in the Nation in U.S. News & World Report's list of the 2020 Best Online Bachelor's Degree Programs.

Drawing on CUNY's nationally and internationally renowned faculty and practitioners, as well as industry and education partners, the School's programs provide opportunities for personal growth, job mobility, greater civic participation, and new ways to advance knowledge.

Within CUNY SPS, the Office of Professional Education and Workplace Learning (PEWL) designs custom workplace learning programs to help organizations achieve their goals. To our partnerships, we bring knowledge of research-based learning practices as well as experience in developing innovative programs.

CUNY SPS is recruiting for a full-time program director who will lead the development and management of a new Community Behavioral Health Academy, in partnership with the Mayor's Office for Economic Opportunity (NYC Opportunity). The Academy will provide mental health training and supports to upwards of 5,000 learners, including nonprofit providers across New York City, City agency staff, behavioral health providers, union members and others.

The Program Director directs all program activities including, but not limited to: strategic planning; deliverable project management and implementation; budgeting and forecasting; needs assessment; communication and reporting; and the recruiting, onboarding, and oversight of program staff. The Program Director joins a team of Program Directors within the PEWL Unit at CUNY SPS.

## Other Duties

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Reporting to the Senior Program Director, the Program Director will:

- Lead project-wide strategic planning including, but not limited to, the implementation of all project planning, deliverable development and review processes, implementation, quality assurance, and project evaluation functions.
- Develop and implement project management techniques to ensure that deliverables are produced on time, within budget, and to specified scope.
- Lead need assessment processes, ensuring deliverables are scoped, researched, and designed thoroughly, and implement standardized best practices; provide recommendations for improvement in these areas.
- Collaborate with PEWL's Director of Monitoring, Evaluation, and Learning to ensure a comprehensive evaluation plan is implemented including measuring learning outcomes and impact to organizational effectiveness.
- In collaboration with CUNY SPS's Grants Office, ensure all contracting and procurement policies and deadlines are adhered to. Identify and manage vendor and independent contract agreements, as appropriate.
- Create and monitor programmatic budget in accordance to Unit policy.
- Facilitate regular communications (meetings, conference calls, site visits, etc.) between staff at CUNY, the sponsor agency and other project partners.
- Identify program metrics and ensure accurate tracking towards program milestones (i.e., deliverable timelines, completed deliverables, training courses, number of participants, etc.).
- Ensure the development of logistical plans for the roll out of courses and the on-going evaluation of instructor performance and training effectiveness are implemented; provide recommendations for improvement in these areas.
- Maintain and expand upon productive relationships with project stakeholders including representatives of City agencies, University administrators, faculty, staff, and independent contractors.
- Recruit, onboard and directly supervise direct reports, as appropriate.
- Other duties as assigned.

## Qualifications

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### **Minimum requirements for the position:**

- Bachelor's degree in a related field, from an accredited institution, and no fewer than five (5) years' experience directly related to managing the implementation of workplace learning initiatives, preferably related to behavioral/mental health initiatives; OR
- Master's Degree in social work, or a related field, from an accredited institution, and no fewer than four (4) years' experience directly related to managing the implementation of workplace learning, preferably related to behavioral/mental health initiatives, OR
- 10+ years' experience directly related to managing the implementation of workplace learning initiatives, preferably related to behavioral/mental health initiatives.
- Advanced knowledge of behavioral/mental health field, preferably with experience implementing task-

sharing models.

- Strong relationship management skills for working effectively with both external and internal partners and stakeholders.
- Ability to engage in innovative and creative problem solving.
- Excellent oral and written communication skills, interpersonal skills and demonstrated ability to interact professionally and build capacity among colleagues from culturally diverse backgrounds and in different project settings.
- Demonstrated experience managing budgets of approximately \$4M including drafting personnel and OTPS expenses, and performing monthly reconciliations to actual expenses.
- Strong writing skills needed to review and produce clear and concise materials.
- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment, with the ability to carry out complex assignments and adapt to changing situations and priorities.
- Strong computer skills and knowledge of Microsoft Office (Word, Excel).
- PMP certification a plus.
- Experience managing the development of online or eLearning courses a plus.
- Demonstrated ability to lead a team of professionals to provide excellent service and high-quality results.
- Knowledge of governmental operations and/or human services, programs, a plus.