

---

<b>Job Title</b>	Project Manager, Trades and Union Programs
<b>PVN ID</b>	SI-2512-007130
<b>Category</b>	Managerial and Professional
<b>Location</b>	COLLEGE OF STATEN ISLAND
<b>Department</b>	Workforce Development and Innovation
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$65,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 03, 2026 (Or Until Filled)

## General Description

---

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic-mindedness, and nurture responsible citizens for our city, country, and the world.

The Office of Workforce Development and Innovation at the College of Staten Island develops, manages, and offers training programs designed to address critical skill gaps in growing workforce industries.

Workforce Development provides quality, flexible, and cost-effective training to support the educational and training goals of individuals and organizations across New York City. We offer certificate programs and professional development courses in the healthcare, technology, and business sectors. Our department draws upon the expertise of faculty and subject matter experts to deliver quality training programs.

The Project Manager, Trades & Union Programs provides operational and programmatic support for all workforce training initiatives within the skilled trades, technical, and union sectors.

In this role, the incumbent will facilitate program operations and support the execution of grant deliverables by managing timelines and ensuring project alignment to achieve required outcomes.

## Other Duties

---

- Manage the daily operations and logistics for workforce training programs in the skilled trades and union sectors, including HVAC, Welding, Electrical Technician, and other programs developed in response to industry and labor market demands.

- Manage project timelines, deliverables, and reporting requirements to ensure compliance with grant and contractual obligations.
- Serve as the primary point of contact for instructors, union partners, employer representatives, contractors, and students to support successful program execution.
- Manage and track student participation, attendance, certification completion, and performance outcomes.
- Coordinate the procurement of equipment, instructional materials, and supplies in collaboration with the Finance team and vendors.
- Maintain accurate documentation, reports, and outcome data for internal and external stakeholders.
- Manage program coordination, including program advisors, consultants, and other required staff members in assigned projects.
- Assist with curriculum coordination and instructional planning to ensure alignment with industry standards and grant requirements.
- Assist in preparing grant reports, progress updates, and contract compliance documentation.
- Perform other related duties as assigned in support of program operations.

## Qualifications

---

- Bachelor's degree.
- At least 1 year of experience managing or coordinating programs and/or training.
- Must possess strong organizational, interpersonal, and communication skills.
- Strong skills in Excel, CRM systems, data collection, and reporting.
- Ability to manage multiple priorities and meet deadlines.
- Proficiency in data tracking, reporting, and documentation.

### Preferred Qualifications

- Certified Associate in Project Management (CAPM) or other project management credential.
- Experience with union-affiliated training initiatives, workforce development grants, or vocational education programs.
- Knowledge of industry credentialing standards, regulatory compliance, and workforce or adult education best practices.