

Job Title	Project Manager for CUNY Programs and Internship Placement S
PVN ID	VA-1601-000963
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	NYC Human Resources Administration, FIA
Status	Full Time
Annual Salary	\$56,000.00 - \$58,000.00
Hour(s) a Week	35
Closing Date	Mar 21, 2016 (Or Until Filled)

General Description

The New York City Human Resources Administration (HRA) provides temporary help to individuals and families with social service and economic needs to assist them in reaching self-sufficiency via essential and diverse programs/services, including: temporary cash assistance, public health insurance, food stamps, child care, adult protective services, domestic violence assistance, HIV/AIDS support services and child support enforcement. The Family Independence Administration (FIA) employees help provide unique individual services that offer sustainable employment plans and self-sufficiency support to overcome barriers to employment.

Through an HRA grant-funded position with the Research Foundation of the City University of New York, the Project Manager will work within FIA Employment Services/Training Assessment Group (TAG).

Other Duties

Under the direction of the Assistant Deputy Commissioner of FIA Employment Services and the Director of the Training Assessment Group (TAG), the Project Manager will assist in ongoing management of programmatic aspects of all CUNY programs, including administrative processes, special services, and programmatic analyses for existing HRA education and training programs operated through CUNY.

Specific programs/projects on which the Project Manager will work include (but may not be limited to):

College Opportunity to Prepare for Employment (COPE); Graduation Success Initiative (GSI); HRA Paid Work Study; CUNY Works; Internship Placement Services; and other programs as developed.

Duties and Responsibilities:

- Provide technical assistance to programs involving client issues and/or case status/program eligibility verification.
- Provide technical assistance to providers/vendors, including providing training to vendors on federal, state and local policies/legislation, as well as training HRA staff on new program initiatives.
- Coordinate, conduct and summarize monthly program vendor meetings.
- Coordinate and oversee site visits to monitor compliance of programs by reviewing performance records and client case records.
- Oversee monitoring of programs using fiscal and programmatic outcome reports; including management of program budgets, invoicing and milestone based payment structures; program and goal achievement; and maintaining records.
- Oversee process for data collection, milestone verification and data entry for production of program outcome reports.
- Assist with preparation of Memorandum of Understanding for CUNY programs.
- Research and develop new and/or expanded programming options including policy directives, federal, state and local laws and procedures affecting the project and clients served.
- Develop relationships and liaise with CUNY and outside organizations to develop special projects for education and training services that serve HRA clients and see these projects through the entire project life cycle
- Other projects and tasks, as needed

Qualifications

Minimum Qualifications/Requirements:

A bachelor's degree from an accredited college or university and two years of satisfactory full-time professional experience in a related field.

Preferred Skills:

- Highly organized with strong attention to detail and ability to work independently
- Ability to see projects and tasks through to completion, within tight deadlines when necessary
- Positive attitude and solutions-focused thinking
- Eagerness to learn and take on new tasks
- Intermediate to expert proficiency using Microsoft Excel and Access to conduct quantitative data analyses; as well as proficiency in Microsoft Word and PowerPoint.
- Familiarity with the Welfare Management System (WMS) and New York City Work Accountability and You (NYCWAY) system.

