



# Internal Job Posting

**POSTING DATE:**  
**Thursday, June 8, 2017**

**CLOSING DATE:**  
**Wednesday, June 14, 2017**

## **5001TEF**

**Site Manager – Non-Bargaining  
Training Upgrading Fund  
Permanent – Hicksville, NY Location**

### **Responsibilities**

- Responsible for developing essential relationships with 1199 members, employers, union, educational providers, funders, and other key stakeholders; lead the organizational priorities at the Hicksville site
- Collaborate with respective departments, and accountable to the Assistant Directors in managing workflow and deadlines for counseling and tuition assistance (TA) services; manage TA process and meet established deadlines, and conduct workshops, etc.
- In collaboration with the respective Assistant Directors, manage Health Careers College Core Curriculum (HC4), adult education, and other cohort programs
- Assess employee and employer needs and develop, implement and evaluate quality training initiatives that meet the needs of multiple stakeholders
- Develop and manage operating budget and programs with multiple funding sources including grants and collective bargaining monies; handle data management
- Manage and hire direct reports, make staff selections and employment decisions in accordance with Human Resources guidelines; coach, evaluate, and oversee staff development
- Oversee instructors/teachers' schedules and ensure that instructional needs at the site are met
- Manage operational resources through Training & Employment Fund (TEF) and Strategic Support Division (SSD)
- Secure and manage office and classroom spaces; handle scheduling and operational logistics
- Perform additional duties and special projects as assigned by management
- Must meet performance standards including attendance and punctuality

### **Qualifications**

- Bachelor's Degree in Adult Education, Healthcare, Organizational Development or other relevant fields, or equivalent years of experience required; Master's degree preferred
- Minimum five (5) years experience in adult education, training programs, workforce development, or healthcare related fields; to include a minimum of two (2) years supervisory experience required
- Basic skill level in Microsoft Word and Excel preferred
- Working knowledge of adult and workforce education practices and principles
- Experience managing healthcare education programs, adult education, workforce development and/or labor
- Ability to identify and implement technologies to improve design and development of education and training programs
- Excellent problem-solving, interpersonal, organizational, verbal and written communication skills required and able to foster good working relationships with staff, management, union, employers and other professionals
- Available and flexible to work evenings and weekends; ability to drive and travel to various locations in New York preferred
- Experience working with unions and/or healthcare employers preferred

### **To Apply:**

Please visit the [Intranet](#) and click on the "Jobs" page from your workstation or the Human Resources Department, located on the 20<sup>th</sup> floor. Employees at offsite locations should apply via the [Intranet](#) or contact HR directly at (646) 473-6225 for submission of application and resume via fax or email.

**Note:** Applicants must apply for each posting number separately and by 5:00 PM on closing date.