



VACANCY ANNOUNCEMENT

TITLE: Program Coordinator
DEPARTMENT: Youth and Community Development Services
PROGRAM: DYCD Cornerstone Initiative
REPORTS TO: Cornerstone Program Director and/or Assistant Director
LOCATION: Marcus Garvey Apartments
SALARY: \$32,000 a year; Commensurate with professional work related experience, program contract work scope, funding, and job performance
WORK SCHEDULE: **School-Year:** Monday-Friday, 10am- 6pm
Summer: Monday-Friday, 8am - 4pm
DATE: January 2017

JOB SUMMARY: Grand Street Settlement Cornerstone Program Coordinators are responsible for assisting in the overall development, implementation, and supervision of the NYCHA Community Center. In addition, there is an expectation of high quality, innovative programming for our elementary participants.

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:

- Bachelor's Degree Preferred
- At least 3 years youth experience
- Knowledge of working with inner city youth
- High level of proficiency in administrative work
- Capacity to thrive under pressure while working on multiple tasks and projects
- Knowledge of the public education system and positive youth development best practices
- Strong public speaking, writing and organizational skills
- A team player with demonstrated commitment to working with urban youth and young adults from an asset-based perspective
- Ability to set up and maintain work environment that challenges gender stereotypes and is LGBTQIA+ friendly
- A background in partnering with the Department of Education and local community based organizations to support programs
- Have skills in experiential learning and group facilitation with youth
- Must be an outstanding strategic thinker
- Must be flexible, cooperative and willing to work in a team environment
- Proficiency in Microsoft office suite
- Proficiency in a variety of internet research and communication functions
- Experienced in DYCD programming regulations and DYCD online
- Must have NYS Food Handler's Certificate
- Must be CPR and Advanced First Aid Certified
- Bi-lingual (Spanish or Chinese preferred) a plus



ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Designs program outcomes with Assistant Director that reflects the three core components.
- Assists in the overall management and operations of the elementary & middle school program.
- Ensure that attendance is taken and entered into the DYCD database accurately & on a timely fashion.
- Tracks attendance and rate of participation.
- Collects and organizes records, attendance, and educational assessments.
- Responsible for the enrollment/registration process for all program participants: registration form must have a medical form filled if participants are 13 & younger, ensure that DYCD forms must be filled completely and correctly
- Recruits participants in order to ensure enrollment and registration targets are met.
- Supervise staff and ensure that they provide engaging activities, supervise educational coordinator to ensure that the academic component is met.
- Ensures that the goals and objectives of the program are met by the deadlines 30~ elementary school participants
- Conducts periodic assessments and evaluations and assists in curricula and programmatic refinement (i.e. pre/post surveys/tests).
- Have parent orientations and monthly parent meetings
- Coordinates schedules and trips
- Remains in regular contact with all local school's faculty, staff, and participants' parents
- Develops educational materials and prepares and facilitates workshops in youth relevant topic areas
- Ensures documentation and tracking as needed and submits required reports in a timely manner
- Performs other programmatic/administrative duties as assigned
- Attains two new partnerships that are in line with the core components and maximizes program outcomes.

HOW TO APPLY:

Submit a resume and thoughtful cover letter, outlining how your skills & experience meet the position you are applying for. Also, provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header **"Program Coordinator"** to both Tiffani Lawson at tlawson@grandsettlement.org, and Jason Cotto at jcotto@grandsettlement.org

No phone calls, please.

EOE

If selected for this position, applicant must obtain NYC Dept. of Health fingerprint clearance and State Central Registry (SCR) clearance (fees may apply); ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment.