

Community Program Coordinator

Rockaway Initiative for Sustainability & Equity (RISE) is a community-based organization in Far Rockaway, Queens, New York, that provides enriching youth and community programming to instill both individual and civil respect for nature and contributes to advancing social equity and the physical well-being of the Rockaway community.

RISE is seeking a full-time, staff person to coordinate and assist with logistics for all community programs. The Community Program Coordinator will work closely with program staff (in person) to assist in hosting outdoor and environmental programs intended to actively engage local residents.

DUTIES AND RESPONSIBILITIES:

- Attend and co-lead RISE community programs including the CSA Farm Share, Outdoor Market, community health events, workshops, stewardship cleanups, shoreline plantings, and private sponsored events.
- Coordinate volunteer and youth intern roles in collaboration with RISE program staff.
- Manage/order supplies and logistical details for events
- Serve as the point of contact for community members interested in volunteering or taking part in RISE's programs
- Increase volunteer and program participant recruitment through emails, phone calls, tabling fairs, and other outreach activities
- Track all volunteer attendance and update weekly in Salesforce & Constant Contact
- Provide volunteers/community attendees regular feedback and address comments/concerns
- Represent RISE at partner events
- Ensure a safe educational space for participants. Maintain classrooms, equipment and program supplies.
- Build/maintain relations with local businesses and stakeholders.
- Model appropriate communication with families, residents and volunteers.
- Provide crisis intervention to participants and volunteers, as needed.

RISE Farm Share

- Act as the liaison between RISE and local farms; includes overseeing produce deliveries, addressing questions/concerns, communication with farm share members
- Lead weekly Farm Share pick-ups on Wednesdays starting in June through mid-November; including recruiting volunteers, overseeing them and ensuring members pick up their produce

- Track farm share members' information in Salesforce

Rockaway Outdoor Market

- Act as the liaison between RISE and local vendors for the outdoor market
- Manage the logistics (prep, set up and break down) of the market and staffing every Saturday, June through October

QUALIFICATIONS

- Bachelors Degree in youth/community development, communications or related field.
- Minimum 1 year experience working with community members from diverse backgrounds; Experience supervising outdoor events preferred.
- Proactive, enthusiastic, positive, can-do attitude, willingness to learn on the job.
- CPR, First Aid, WFR certifications, preferred.
- Superior organizational skills, ability to self-manage and oversee staff.
- Strong verbal and written communication skills.
- Excellent problem-solving, follow-through, and time management skills.
- Strong computer skills; able to work with Microsoft word, Excel, and Google apps/calendar.
- Must be able to engage in crisis-intervention activities and lead team building activities.
- Experience working and/or living in the Rockaway community, preferred.
- Authentic commitment to the mission and values of the organization, a must!

This is a 40 hour a week salaried position: Tuesdays-Saturdays 10-6PM:
(3 days in person, 2 days remote).

RISE offers a health benefits package, a 401k retirement plan and transit checks.

Salary range: \$42-\$46k

To apply, please email resume and cover letter to jdupont@riserockaway.org. No phone calls please.

RISE is an Equal Opportunity Employer, M/F/D/V