Program Coordinator for Youth & Community Development Organization

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, experienced professional to coordinate and oversee RISE’s youth development programs. The Program Coordinator will report directly to Executive Director, will act as direct liaison between RISE and a range of stakeholders and will be responsible for overall program development, implementation and monitoring of effective, environmental stewardship and community programs to build greater awareness of RISE’s mission and strengthen the impact our work.

DUTIES AND RESPONSIBILITIES:

• Lead and oversee the effective planning, implementation, evaluation and future growth of RISE’s youth programs.
• Organize, manage and coordinate scheduling and operations of youth programs and related community events.
• Teach regular afterschool lessons for high school youth as part of the Shore Corps program. All lessons will be taught remotely until in person programming can safely resume.
• Supervise, train and manage a small team of part-time environmental educators, mentors, volunteers, and interns and foster a productive team environment.
• Ensure a safe educational space for participants. Maintain classrooms, equipment and program supplies. Report incidents to Executive Director.
• Cultivate and maintain strong rapport with youth participants and their families.
• In collaboration with program staff, develop and implement program recruitment and retention strategies, including presentations to schools and community-based organizations, individual student outreach, and social media communication.
• Maintain all participant records, attendance, and payroll in digital and hard copy, including Summer Youth Employment Program (SYEP) paperwork.
• Coordinate program development, curriculum documentation, development of program assessment measures, and monitoring and evaluation of all youth program activities.
• Assist with program marketing/communications including: distribution of flyers, development of program press releases, social media posts and photos of work.
• Maintain RISE alumni database and keep alumni informed of events, internships, and job opportunities.
• Cultivate and leverage relationships with community partners, community members, schools, non-profit organizations, government agencies, elected officials, private funders, program participants and their families.
• Represent RISE at community events, multi-agency initiatives and funder site visits.
• Model appropriate communication with participants, families, schools, sponsors, funders and community members.
• Manage program budgets in collaboration with the development team.
• Manage program grants in collaboration with the development team to ensure all program outcomes and deliverables are met.
• Work with development staff to prepare grant proposals, develop reports/presentations that summarize and communicate program accomplishments, outcomes and impact.
• Provide crisis-intervention services and support for staff and participants, as needed.

QUALIFICATIONS
• Bachelors Degree in environmental science, social justice, non-profit management, public health, community planning, or related field.
• Minimum 2 years experience working with youth from diverse backgrounds. Experience supervising youth in outdoor settings, 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 position that includes evenings and some weekends. RISE offers a health benefits package and 401k.

Rockaway Initiative for Sustainability & Equity (RISE) is an Equal Opportunity Employer, M/F/D/V

Please email resume and cover letter to jdupont@riserockaway.org. No phone calls please.

Please note that this position is based at the RISE Center located at 5803 Rockaway Beach Blvd, Far Rockaway, New York in Queens. Due to the COVID-19 pandemic, most programming will be conducted virtually. But once in person gatherings can safely resume, this position will require work on site. Please map our location before applying.