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About Tomorrow's Leaders NYC:

Tomorrow's Leaders NYC is on a mission to prove that junior and high school minority students can succeed in college and in life. We are a 501c3 non-profit organization that helps over-age students overcome social, emotional, and academic challenges so they can become positive and productive leaders of their communities. Since 2011, we have transformed the lives of 1,500+ students through robust enrichment activities covering career and personal development, mentoring, educational field trips, and homework help from trained professionals, successfully preparing students for jobs of the future. Notably, we refer to all our students as "leaders," changing the mindset of every student one classroom at a time. We have been featured in *Forbes*, *Huffington Post*, ABC 7 Here and Now, and *NBC Blk*.

Please help us in shaping the future of students in the heart of East New York Brooklyn and South Bronx by joining the leadership team of Tomorrow's Leaders NYC.

Position Reports to: Director of Operations

Job Category: Exempt

Status: Full-Time

Job Description

TLNYC is looking for a Program Coordinator to run our programs in Brooklyn, NY. In this position, the person would oversee our program at partnering schools, along with our after-school program. The Program Coordinator will create and maintain relationships with students, families, school staff and local businesses and organizations; ensure the safety of all students; oversee the database management; and create, plan and execute special events.

QUALIFICATIONS

- Minimum of 2 years' experience coordinating programs.
- Bachelor's degree required in related field.
- A self-starter with the ability to work as a team player and foster cooperative work.
- Strong Leadership skills
Ability to create, develop and maintain relationships with partner schools and agencies.
- Ability to ensure and prioritize safety of students - facilitate mediations, track absent students and program dismissal.
- Effective problem solving, decision making, and conflict resolution skills that follow youth development principles.
- Oversee online database management, ensure attendance is distributed and entered daily.
- Ability to create and coordinate special events, parent engagement events, school holiday programming, and field trips.
- Ability to identify needs of students to determine program content and delivery with Program Director.
- Ability to facilitate TLNYC. programs with groups of 15-20 students in grades 6 through 9 when direct service staff is absent.
- Must be available to work Monday through Thursday 9am – 6pm or later, Fridays 9am-1pm, *as well as have flexibility for some evenings and weekend hours.*
- Excellent written and oral communication skills required.
- Supervise and support a staff, who will provide services to the participants and families of all our programs in Brooklyn, NY.
- Represent organization at community meetings, trainings, and workshops.



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"They enter as a work in progress and leave as Tomorrow's Leaders"

- Engage all stakeholders who are involved with our programs, stakeholders include schools, families, outside agencies, companies, and individuals in the community.
- Obtain resources that will ensure all programs are running efficiently and effectively.
Job Type: Full time

Compensation: \$45,000-\$50,000 (depending on experience and credentials), 35-40 hours per week