



## JOB DESCRIPTION: PROGRAM COORDINATOR

### OVERVIEW

Citizens Committee for New York City is a small non-profit organization committed to supporting resident-led community improvement initiatives in primarily low income neighborhoods throughout the city.

We seek a full-time Program Coordinator to assist with all tasks involved in supporting the grassroots groups in our network. Interested individuals should share our commitment to resident-led community change.

### PRIMARY RESPONSIBILITIES

**Grant Management:** Citizens Committee awards micro-grants to resident-led groups working on self-identified community improvement projects ranging from urban agriculture to tenant organizing. Making sure that each grant cycle runs smoothly requires a high level of administrative support. *In addition to assisting with grant review, you will be primarily responsible for collecting and documenting our grant applications. You will also manage our email account for grant and general information inquiries and coordinate our annual celebration of new grantees, an event that draws up to 500 people.*

**General Administrative Support:** Citizens Committee's programs are aimed to increase the capacity of grassroots community groups. As a small staff, we require assistance to not only support our programs, but to ensure that the logistical elements of our programming are maintained in an organized and systemic fashion. *Among other tasks, you will: coordinate Programs department purchases and orders, track expenses in our budget, manage mailings, and support the Director of Programs with various administrative duties. You will also help maintain our website.*

**Data Management:** Citizens Committee supports hundreds of groups each year, we have the most extensive database of grassroots groups in NYC. Having accurate and clean data for these groups is essential. It allows us to quickly produce reports, note trends, and identify areas for improvement, among other things. *You will maintain our Salesforce data management system, produce data reports, and create systems for maintaining the organization of folders and files in our shared drive. You will also contribute ideas for maintaining and harnessing data we collect.*

**Community Outreach:** Citizens Committee conducts outreach in primarily low-income neighborhoods throughout NYC to increase awareness of our programs and to make us more accessible to a larger number of people. *You will support our outreach efforts by tabling at community events and local conferences, making announcements at community board meetings, building new partnerships, conducting grant information workshops, and designing outreach material.*

### QUALIFICATIONS

We seek someone who shares our love of the city and our commitment to resident-led community change. The ideal candidate will:

- Have 1+ years of administrative support experience
- Be highly organized, with an obsession for details
- Have excellent writing skills
- Fluency in Spanish, Mandarin, Arabic, or another language strongly preferred. (We really do mean fluency, as you will need to speak and read in this language).
- Sincerely enjoy working with databases, and appreciate the importance of a well-maintained data management system
- Have facility with using social media, preferably with experience managing social media organizational accounts
- Take initiative, think creatively, offer new ideas, and push us to become a more effective organization
- Be friendly, easy to get along with, and have a good sense of humor
- Understand the importance of meeting deadlines
- Have a flexible schedule with the ability to work some evenings and weekends

**Salary:** Competitive salary with benefits package, including fully covered health insurance (medical, dental, vision). You will report to the Director of Programs.

Please review the job description carefully. If you believe that this position is a great fit for you, we encourage you to send us your resume and cover letter by April 15, 2019. Kindly indicate in your cover letter where you learned about the job.

**Applicants should email a cover letter and resume to [info@citizensnyc.org](mailto:info@citizensnyc.org) with the subject as "Program Coordinator Position"**