



EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Union East Program Coordinator
Department: Youth Services
Reports to: Director of Youth Services
Hours: Full-Time

Overall Responsibility: The Union East Program Coordinator is responsible for the day-to-day operation of the Union East program, funded by the Department of Youth & Community Development (DYCD). Responsibilities include, but are not limited to the hiring, training, evaluation, supervision, and management of daily operations of a diverse staff ranging from seasoned activity specialists to high school interns. Additionally, the Program Coordinator is responsible for program development, managing relations with schools and program partners, managing the program's budget, and meeting all contractual DYCD obligations. The Program Coordinator will be responsible for marketing the program to target communities and schools, representing the program at off-site meetings and conferences, and establishing relationships with colleges and universities. The individual will participate in grant writing and fundraising efforts on behalf of the program, as needed.

Specific Responsibilities and Expectations:

- Ensure Capricorn database is updated weekly including case notes, attendance, services, program schedule, and staffing.
- Develop preventative, workforce, leadership and college prep activities and workshops to support youth development.
- Create and maintain a welcoming, productive, and encouraging environment for participants, their families, and members of the community.
- Partner with Park East school administrators and other key stakeholders to ensure high quality programming.
- Collaborate with families to solve problems.
- Participate in Youth Services programmatic committees.
- Attend committee meetings, programmatic meetings, departmental meetings, and agency-wide leadership staff meeting.
- Act as Equal Opportunity Liaison for DYCD/WIA contract. This includes:
 - Complying with the requirements of the Americans with Disability Act and Section 504.
 - Acting as a liaison to DYCD and the CRC.

- Maintaining the Discrimination Complaint Log.
- Conducting orientation for staff/participants on the equal opportunity WIA policies and procedures.
- Attending required equal opportunity meetings.
- Issuing the Notice of Rights to staff /participants and maintaining the NORA in staff/participants' folders.
- Additional duties as assigned by the Director of Youth Services.

Qualifications:

- Master's Degree in Education or related field strongly preferred; at minimum Bachelor's Degree in Education or related field.
- Familiarity with the DYCD funded OST programs.
- Demonstrated experienced in practicing youth development principles and working with urban youth ages 14 to 19.
- Demonstrated understanding of the challenges facing youth in an urban setting
- Strong verbal and written skills.
- Strong, demonstrated computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast paced, challenging, and constantly changing environment.
- Strong commitment to working with youth.
- Bilingual (English/Spanish) preferred.

To Apply

Please send cover letter, resume, and references to:

hr@unionsettlement.org

Please indicate Union East Program Coordinator in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER