

Greater Newark Conservancy
Youth Leadership Project Coordinator
Part-time position through May 2019/Full time beginning May 1, 2019

Greater Newark Conservancy is a private, non-profit environmental and horticultural organization, working since 1987 to improve New Jersey's urban communities through environmental education, community gardening and urban farming, beautification of neighborhoods, job training opportunities, and environmental advocacy.

The Coordinator's primary function is to oversee the Youth Leadership Project which provides job skills, career opportunities and leadership development, focused on healthy living and healthy lifestyles, to High School and College youth in the City of Newark.

The Coordinator will plan, organize, execute and evaluate all program activities both internally and externally. Major responsibilities include but are not limited to the following:

Essential functions:

- Recruit, interview and hire interns and mentors for summer 2019
- Recruit, interview, hire and train interns and mentors for school year 2019-2020
- Supervise all NYLP Interns and College Mentors
- Coordinate all employment paperwork required for student interns with Newark Public Schools and the One-Stop
- Maintain complete and detailed personnel files on all program participants; including personal & contact info, applications, placements, evaluations, attendance, payroll and disciplinary action forms
- Coordinate and conduct project events such as opening ceremonies, educational summits and closing events as budgeted
- Conduct training session for interns and their parents
- Develop and schedule NYLP schedule of activities and events with
- Plan, organize and supervise all program activities including: job placements, college visits, educational trips, education curriculum and more.
- Coordinate and collaborate with Conservancy staff on job descriptions; program activities and daily oversight of interns and mentors
- Train Conservancy staff on all procedures including include disciplinary process, reporting relationships, rules, requirements and expectations of program participants
- Identify grant opportunities for NYLP program and activities and develop proposal narrative to secure funding
- Ensure all funding requirements are met in a timely fashion
- Prepare evaluation reports on all program goals, metrics, outcomes and achievements of program participants for funders and other key supporters of the program
- Manage relationships with other key constituents such as City of Newark and partnering agencies

Experience and Skills Required:

- Bachelor's Degree or work equivalent
- Proven Leadership skills
- Detail oriented
- Strong people management and supervisory skills
- Experience with High School and College aged students
- Ability to work with urban communities and constituents
- Excellent writing, communication and interpersonal skills
- Valid Driver's License, clean driving record and own transportation
- Clean background check
- Be available to work evenings or weekends as needed

Please send cover letter and resume to Robin Dougherty, Executive Director rdougherty@citybloom.org. Part time position, \$20 per hour, 20 hours per week until the position becomes full time on May 1, 2019. We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.