

Job Title: **Integrated Schools Project Coordinator**

Reports to: Executive Director

New York Appleseed is seeking a well-rounded individual to support and facilitate the programming and communication for our Integrated Schools Project. The coordinator will facilitate NYA's community outreach and engagement efforts as they pertain to the ISP, as well as support our policy advocacy work. This position will report directly to the executive director and will work periodically in partnership with Appleseed's part-time PTALink Program Coordinator.

Start Date: May/June 2023

Location: Hybrid, must be able to work in person in New York City

Salary and Benefits: \$60,000-\$65,000/yr. Excellent medical benefits including 100% coverage of employee premium costs. Two weeks vacation starting plus 10 paid holidays.

Key Responsibilities:

1. *Program support and leadership (70%)*
 - a. Co-develop, plan, and facilitate events, coalition meetings, and/or community outreach projects that forward NYA's overall goal to advocate for integrated schools and communities in NYC and the state.
 - b. Support NYA's policy advocacy agenda through the drafting of toolkits, letters, and other relevant resources for a variety of audiences.
 - c. Attend city-wide and community education council meetings when needed and necessary.
 - d. Facilitate NYA's partnerships with youth and foster opportunities for supporting student voice and activism.

2. *Communications Support (15%)*
 - a. Draft and publish NYA's E-alerts and/or seasonal newsletters uplifting all programmatic work, resources, and upcoming events.
 - b. Create posts as necessary for NYA's social media platforms (LinkedIn, Twitter, and Facebook).
 - c. Oversee necessary updates and blog/news posts to the NYA's main website and support PTALink website development.

3. *Administrative Support (15 %)*

- a. Lead necessary mailing services such as retrieval and scanning of mail to NYA's database.
- b. Lead fundraising support such as during the annual end-of-year fundraising campaign.
- c. Coordinate and provide logistical support (scheduling polls, zoom & calendar invitations, printing of necessary materials, catering) for NYA-hosted meetings (such as for our Integration Coalition and quarterly General Board Meetings).

Qualifications:

- A bachelor's degree in a related field is preferred, but equivalent work experience may be considered in lieu of a degree.
- 2-3 years of experience in community outreach, education, public relations, or related fields.
- Strong written, communication, and interpersonal skills, with an ability to communicate effectively with individuals from diverse cultural backgrounds.
- Demonstrated ability to develop and implement community engagement strategies, including the ability to plan, organize, and lead community events, meetings, and activities.
 - Experience developing events, meetings, and activities for youth is a plus.
- Experience in building and managing relationships with community leaders, stakeholders, students, and volunteers.
- Basic knowledge on the topic of school and community segregation.
- Basic knowledge of the New York City public school system.
- Ability to work independently and manage multiple priorities.
- Flexibility and willingness to work evenings and occasionally on weekends.

Preferred Qualifications:

- A deep understanding and knowledge of education policy specific to New York City public schools.
- Conversational fluency in Spanish or a language other than English preferred.
- Basic knowledge of website management (on WordPress), and familiarity with platforms such Outlook, Excel and Constant Contact.
- Experience with social media, marketing, and event planning is a plus.

Interested candidates should send a resume, cover letter and a writing sample (maximum 3 pages) to jobs@nyappleseed.org