

PTALink Program Coordinator - New York Appleseed

New York Appleseed is seeking an individual to coordinate and support programming aligned with our recently acquired project serving parent leaders in New York City—PTALink (www.ptalink.org). The coordinator will help in coordinating outreach and designing workshops for members of PAs/PTAs, and also provide technical assistance on PTALink's website. This position will report directly to the executive director and work in partnership with Appleseed's Integrated Schools Project Coordinator.

Description of New York Appleseed and PTALink:

PTALink's mission is to improve the quality of education for all children in New York City public schools by empowering parent organizations to be accessible, knowledgeable, and effective. PTALink facilitates the growth and success of parent organizations by providing parent leaders with information, tools, and support, as well as an opportunity to share experiences, best practices, and advocacy efforts with the larger NYC parent community.

In 2023, PTALink became a project of [New York Appleseed](#)—an organization that advocates for integrated schools and communities throughout New York City and State. A vital component of New York Appleseed's work is ensuring historically marginalized communities are empowered and heard on education policy decisions that matter for their children. We are dedicated to working closely with students, parents, teachers, principals, community members, and other stakeholders so that together we can build truly inclusive, equitable, and integrated schools.

Start Date: Immediately

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

Hours & Salary: Part-time; up to 10-15 hours a week for \$30.00/hr

Responsibilities:

- Co-lead initial outreach efforts to PAs/PTAs through coordinating focus groups and/or creating surveys to better understand the needs of PAs/PTAs.
- Develop and facilitate seasonal workshops on relevant PA/PTA policies, regulations, and programming for parent leaders to better engage with and support their school community and develop a greater understanding of the New York City School system as a whole.
- Post regularly on the PTALink website and communicate directly with parent leaders in PAs/PTAs about upcoming events, webinars, and resources that would help them best support their school communities.
- Coordinate with Appleseed staff on keeping the PTALink website up to date with relevant information and resources.
- Respond to questions received on the PTALink informational email.

- Coordinate with Appleseed staff to plan for and implement workshops being presented for PA/PTAs as needed.

Qualifications:

- Experience and extensive knowledge regarding serving on a Parent/Parent Teacher Association in New York City.
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Experience in facilitating and leading meetings and educational workshops for both small and large audiences.

Preferred Qualifications:

- Bachelor's degree in a related field or equivalent experience
- Knowledgeable in website management and content creation
- Proficiency in Spanish or another language besides English

Interested candidates should send a resume and cover letter to jobs@nyappleseed.org.