



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, with an emphasis on administrative support. Interested individuals should share our commitment to resident-led community change.

PRIMARY RESPONSIBILITIES

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, serve as the point person for our equipment loan library, and support the Director of Programs with various administrative duties. You will also be responsible for the regular maintenance of 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.*

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, grant agreements, and grantee final reports. 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.*

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 help coordinate and support our outreach efforts. This includes maintaining a clean, robust and up to date outreach database, managing our monthly newsletter to over 13K subscribers, managing our calendar of announcements at community events, and managing and updating our Facebook and Instagram accounts.*

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 a passionate dedication to details
- Sincerely enjoy working with databases, and appreciate the importance of a well-maintained data management system
- Have excellent writing skills
- 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 fluency in second language (not required, but a plus)

Salary: Commensurate with experience. Competitive benefits package. 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 November 14. Kindly indicate where you learned about the job.

Applicants should mail, email, or fax a cover letter and resume to:

Citizens Committee for New York City
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Email: ibrown@citizensnyc.org | Fax: 212.989.0983