

SADIE NASH LEADERSHIP PROJECT

4 West 43rd Street, Suite 502
New York, NY 10036
212.391.8664

31 Mulberry Street
Newark, NJ 07102
973.642.0007

sadienash.org

College Access & Career Success Program Coordinator - Full Time Based in NYC

Who We Are

Sadie Nash Leadership Project (SNLP) provides award-winning experiential social justice education and leadership development programs to nearly 700 young women and gender-expansive youth of color in New York City and Newark, NJ each year. Operating with love and rigor, we use the tools of popular education to build critical consciousness, community, and college readiness. Our programs include a nationally recognized six-week summer institute, in-school and after-school classes, college access and persistence support, and an advanced-level fellowship to design and implement an original social justice project. We strengthen, empower, and equip our participants to lead lives in committed pursuit of joy and liberation for self and community.

Program Coordinator Description

SNLP is seeking an experienced, ambitious and enthusiastic College Access & Career Success Coordinator to join its programming team. The selected individual will work closely with the College Access & Career Success Manager and with other full-time and part-time staff to develop and implement high-quality, values-aligned programming for young women and gender-expansive youth of color.

The ideal candidate will support the implementation of college access and career readiness programs and provide direct assistance to high school students and alumni. They will be on the frontline of coordinating programs, facilitating workshops, and providing guidance to students and their families. They should also have a strong passion for social justice, education, and excellent program management skills. As a part of the SNLP programming team, the College Access & Career Success Coordinator will play an active role in supporting youth and educators across the sites of SNLP, contributing to a team-oriented and accountable work environment, and cultivating relationships that nurture learning, growth, and wellbeing of multiple stakeholders at SNLP.

What You'll Do

The College Access and Career Success Coordinator, based either in NYC or NWK, reports to the College Access and Career Success Manager and is responsible for the following:

- Assisting in the planning and leading the execution of college access and career exposure programs and events, including weekly workshops, annual college tours, information sessions and other events designed to expose students to higher education and career opportunities
- Supporting the development and maintenance of relationships with local high schools, community organizations, and higher education institutions and represent the organization at community events and meetings to promote college access initiatives
- Supporting and facilitating alumni programs and engagement, which include career development workshops, alumni conferences, and our annual Home 4 Activism event
- Maintaining program calendars and schedules, communicating key dates and information to students, families, and partners
- Representing the organization at community events and meetings to promote college access initiatives
- Collecting, managing and analyzing data related to program participation, student progress, and outcomes

Keys to Success

To be successful in this position, you will need to excel in these core areas:

- **Skilled social justice education facilitator:** Knowledge of positive youth development principles, which recognizes young people's inherent expertise in relation to their own lives as well as their rights and roles in creating sustainable, youth-responsive infrastructure within existing local and global systems. Experience working with marginalized communities, such as people of color, people with disabilities, low-income and poor people, homeless/unhoused people, and immigrants.
- **Drive to achieve impact and reach:** Commitment to providing high quality leadership development programming to youth in New York City and Newark, seeking opportunities to expand and deepen Sadie Nash's work in impactful ways.
- **Relationship building:** You have the ability to communicate effectively orally and in writing and prepare and deliver workshops, presentations and written materials appropriate for diverse platforms. You connect easily with and earn the confidence of a wide range of internal and external stakeholders.

What else you should know

SNLP is an Equal Opportunity Employer. We are looking for a diverse applicant pool and strongly encourage women of color, immigrants, gender-expansive people, members of the LGBTQIA+ community, and applicants from low-income and working class backgrounds to apply.

This is a full time position. This is a hybrid position: 3 days in office & 2 days remote, with an expectation of 35 - 40 hours per week. Applicants should be able to work outside of standard business hours, including weekends and evenings, as needed. This position requires some travel (approximately 2-3 times per month).

The salary range for this position is 45K - 47K and benefits include:

- Medical, vision, and dental coverage,
- Generous paid time off, and two weeks of office closure throughout the year
- Quarterly wellness reimbursements
- Professional learning funds
- Employer contribution to your retirement fund

How to Apply: Submit your application via Idealist: [bit.ly/4649SPU](https://www.idealist.com/jobs/4649SPU)