

OUR ORGANIZATION

Coro is New York City's premier leadership training organization and a community of 2,500 alumni across business, government, schools and nonprofits that is shaping the future of our city. For 35 years Coro has used the city as its classroom, teaching students and executives, activists and entrepreneurs how New York City works so that they can make it better.

Coro training helps individuals hone their visions for change and learn how to exercise leadership more strategically and with greater self-awareness. We support leaders, both seasoned and emerging, to increase their ability to collaborate across differences, build culture and community, and make progress on shared challenges.

At Coro, we value:

1. **Community-** where we actively contribute toward the well being of each other, the team, and our organization.
2. **Innovation-** purposeful risk-taking to make the work we do inspired, relevant and cutting-edge.
3. **Learning-** asking questions with genuine curiosity, sharing with others what you have gained, engaging multiple perspectives, and seeking feedback towards growth.
4. **Purpose-** is our starting place, and "why we do what we do" defines our outcomes and the process that will get us there.

Coro is an equal opportunity employer and committed to creating a diverse work environment that reflects the richness of New York City and the participants we serve. In this spirit, we strongly encourage people of diverse backgrounds including, but not limited to, race, gender, age, socioeconomic status, ethnicity, gender identity, sexual orientation, religion, and differently abled to apply.

POSITION OPENING

Coro trains and prepares high school students to take on leadership roles in their schools, neighborhoods, and communities. With the goal of strengthening institutions to be more responsive to those they serve, we establish meaningful partnerships that elevate youth voice and engage youth as active stakeholders in policy and decision-making processes that impact their lives.

The **Participatory Budgeting Youth Fellowship (PBYF)** is a partnership with the New York City Council that offers high school students training, hands-on experience, and ongoing support to expand youth engagement in the NY City Council's Participatory Budgeting process. Now in its 2nd year, we currently have 20 Youth Fellows working with 12 Council offices. In 2019-20, we plan to recruit up to 30 Youth Fellows and partner with 15 offices.

We are currently seeking a dynamic and experienced **Program Director** to oversee the PBYF during this exciting time. This is a unique opportunity for an ambitious and visionary leader to build upon the success of the past two years and leverage new possibilities for enhancement and expansion in this next stage of growth.

RESPONSIBILITIES

Under the supervision of the Vice President of Programs and Training, the Program Director is responsible for leading all aspects of the PBYF. The ideal candidate is encouraged to leverage creativity, resourcefulness, and collaboration towards meeting program outcomes.

Program Management and Facilitation

- Provide direction and supervision to the PBYF team including a full-time Assistant Director and up to 5 Senior Youth Fellows (alumni interns).
- Collaborate with team to develop and implement all aspects of the nine-month program life cycle from participant and partner recruitment through graduation (including orientations, leadership training sessions, evaluation, and communications).
- Learn and incorporate Coro curriculum and methodology into training schedule; design and facilitate experiential learning opportunities and real-life applications as aligned with the program's purpose and outcomes.
- Provide individual and group feedback and coaching to staff and participants in pursuit of program goals and outcomes.

Communications & Relationship Management

- Oversee communications and relationship building with Youth Fellows, City Council partners, and other key stakeholders including participants' parents/guardians.
- Liaise with City Council stakeholders to strengthen coordination and partnership in support of Youth Fellows; provide guidance and troubleshooting as needed.
- Implement performance monitoring strategies to uphold program quality; conduct site visits to assess and support Youth Fellows' district work.
- Represent Coro and PBYF at public meetings and events, and within local networks.

Operations & Logistics

- Manage annual program budget; initiate expenditures and monitor activity to ensure operations stay within budget.
- Work with program staff to collect and compile comprehensive participant data for internal records, external reporting, and communications.
- Partner with the Executive Director to support development efforts including proposals and reports, site visits, solicitation meetings, and funder engagement.
- Collaborate with staff and Office Manager to ensure timely and thorough handling of logistics for all program activities (including materials, supplies, space set-up, technology, catering, and vendor coordination).

Youth Alumni Engagement

- Recruit, hire, and train program graduates as Senior Youth Fellows / interns.
- Manage Coro Youth Alumni Google group; disseminate jobs, internships, leadership opportunities, and other resources of interest to youth alumni.
- Work with staff to plan and execute annual youth-adult alumni event and other activities to keep youth alumni engaged and connected to the Coro community.

Additional Responsibilities

- Collaborate with Coro staff to explore and integrate intergenerational and youth-adult partnership practices into overall organizational and programmatic approaches.
- Participate in weekly staff meetings and other organizational activities including annual staff retreat and fundraising gala.
- Contribute inquiry, ideas and innovations to the Coro staff learning community.

QUALIFICATIONS

The ideal candidate believes that young people's expertise and voices need to be at the forefront of public policies and decisions that impact their lives; that youth and adults can meaningfully learn from one another; and that there are infinite opportunities for youth to innovate Participatory Budgeting and elevate themselves as civic leaders in New York City. We encourage applicants who possess the following:

- At least 5 years experience facilitating leadership and/or youth development programs for high school aged-youth
- At least 3 years experience managing complex partnership programs in a supervisory capacity
- Ability to facilitate dynamic experiential learning experiences and manage group processes towards building a supportive learning environment for diverse youth
- Exceptional organizational skills: maintains the big picture while managing multiple projects and guiding the team and participants towards desired outcomes
- Can communicate effectively in written and oral formats for diverse audiences
- Demonstrates emotional intelligence and diplomacy; can quickly build positive rapport, trust and credibility with diverse colleagues, participants, partners, and stakeholders
- Values and models teamwork and collaboration as essential program components
- Ability to work at a fast pace; can adapt and adjust course quickly as challenges arise
- Creative, flexible, open-minded, and takes initiative towards continuous improvement
- Can-do attitude: Strives to do the best work at all times and inspire this in others
- Understanding of NYC government, City Council, and NYC political landscape is helpful
- Bachelor's Degree required
- Experience with Google suite, Salesforce, and youth-friendly digital platforms a plus

SALARY & BENEFITS

- Flexible work schedule with some evening and weekend work required
- Health benefits, a 403B retirement plan, paid sick days, and generous paid vacation
- Salary: \$70,000 - \$75,000, commensurate with experience

TO APPLY

Please submit your cover letter and resume via email to jobs@coronewyork.org. Please write "PBYF Program Director" in the subject line. Applications will be reviewed as they are received until March 8th. Position will begin in April 2019.