

---

## 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, from many different fields who come to Coro to increase their ability to collaborate across differences, build culture and community, and make progress on shared challenges.

As outlined in [Coro's Theory of Change](#), we provide leadership development programs so that our alumni will incorporate different points of view and voices in their decision-making and collaborate across sectors and boundaries to make our city more equitable, just, and engaged. True to this, Coro is committed to fostering an inclusive organizational culture.

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.

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 inspire, 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" and defines our outcomes and process that will get us there.

## PROGRAM ASSISTANT

The Program Assistant is responsible for assisting the Program Director with administering the full cycle of two concurrent cohorts for the part-time, adult Leadership New York Program annually.

The ideal candidate is someone who has strong communication skills, (both written and verbal) is highly organized, can work independently and collaboratively, enjoys a fast pace, is a quick learner, gets energy from managing multiple projects and unforeseen challenges, is skilled with technology and troubleshooting, gets joy from building stronger processes, can skillfully manage relationships and has a sharp eye for creating processes and systems to organize their work.

The Program Assistant reports to and works closely with Coro's Senior Director, Maya Gutierrez.

**Responsibilities:**

- **Administrative Support, Logistics & Event Planning**
  - Provide administrative support across program lifecycle (recruitment, orientation, retreat sessions, graduation, and alumni activities). Support includes creating/formatting program materials; communicating with participants, stakeholders, and consultants; and most importantly, staying coordinated with the Senior Director.
  - Manage recruitment outreach and marketing strategy; create recruitment materials, outreach lists and manage communications to individual candidates and the broader public.
  - Provide logistical and event support including coordinating details to welcome and track participants at program sessions; organizing room setup of materials/technology, and clean up; managing food orders, vendors and tracking dietary restrictions; working with multiple conference center venues for multi-day/overnight retreats.
  
- **Operational Support**
  - Organize and coordinate all programmatic components including program sessions and materials.
  - Administer the program the calendar and collaborate with the Senior Director regarding logistical support and details.
  - Build rapport and relationships with each cohort as well as with alumni and key stakeholders such as Coro New York staff, stakeholder interviewees, presenters/guest trainers.
  - Collaborate with Senior Director and partners in regards to the design and delivery of all recruitment and selection activities for prospective participants.
  - Partner with staff to support and initiate cross-program collaboration and sharing best practices.
  - Manage program database systems for participants and alumni using Salesforce and Form Assembly.
  
- **Communication**
  - Support communications strategy, design, and execution with participants, alumni, program partners, consultants and strategy day stakeholders.
  
- **Staff Member Responsibilities:**
  - Participate in staff meetings and other meetings to contribute to organizational learning and continuous improvement.
  - Contribute to a positive, supportive organizational culture.
  - Support other organizational efforts and initiatives as assigned.

**Qualifications:**

- Ability to manage challenging situations with professionalism and finesse.
- Ability to manage multiple projects simultaneously.

- Ability to work at a fast pace, lean into new challenges and adjust quickly.
- A service-minded “will figure it out” working style.
- Excellent written and verbal communication skills.
- High emotional intelligence and capacity to collaborate and build positive rapport (trust, credibility, etc.) with Coro community of staff, senior-level participants, alumni, partners, and consultants.
- Highly reliable, punctual, and able to work independently.
- Knowledge of and interest in personal and professional leadership development and/or civic engagement.
- Previous experience in program support, operations, and event planning required.
- Strong planning, execution, and time management skills.
- Strong technology and computer skills with proficiency in G Suite. Experience with Salesforce preferred.

**Salary and Benefits:**

- Flexible work schedule. Some evening and weekend work required.
- A fun, fast-paced work environment where learning and growth are prioritized.
- Health benefits, 403B retirement plan, paid sick days, professional development support, and generous paid vacation.
- Salary Range: \$40,000-\$45,000 dependent upon experience

**To Apply:**

Please submit a cover letter and resume via email to [jobs@coronewyork.org](mailto:jobs@coronewyork.org).