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

PROGRAM ASSOCIATE JOB DESCRIPTION

The Program Associate reports to and works collaboratively with Senior Director Maya Gutierrez to administer the full cycle of two concurrent cohorts for the part-time, mid-career/early executive adult [Leadership New York](#) Program.

The ideal candidate is highly organized with a sharp eye for detail, can work both independently and collaboratively, has a mindset of curiosity and continuous learning, and gets joy from iteratively building stronger systems and processes.

Responsibilities:

Administrative Support, Logistics & Event Planning

- Coordinate details to welcome and engage participants at program and alumni sessions.
- Organize room setup and cleanup, including materials and A/V.
- Manage food orders, vendors and track dietary restrictions.
- Work with conference center venues to organize daylong and overnight retreats.
- Assist with tracking participants' leadership growth.
- Collaborate with Senior Director and partners to administer recruitment and selection activities for prospective participants: managing recruitment outreach and marketing strategy; creating/updating recruitment materials and outreach lists, and scheduling and managing communications to individual candidates and the broader public.

Operational Support

- Organize and coordinate all programmatic materials using G Suite.
- Build rapport and relationships with each cohort as well as with alumni and key stakeholders including Coro New York staff, stakeholder interviewees, presenters and consultants.
- Manage program database systems using Salesforce and Form Assembly.
- Maintain online resource board for participants (currently using Trello).

Communications

- Answer inquiries and provide updates to participants.
- Support communications and social media strategy for participants, alumni, program partners, consultants and stakeholders.

Commitment to the Learning Environment

- Participate in staff meetings and other meetings to contribute to organizational learning and continuous improvement.
- Contribute to a positive organizational culture.
- Partner with staff to engage in and initiate cross-program collaboration and sharing best practices.
- Support other organizational efforts and initiatives as assigned or initiated.

Qualifications:

- Ability to manage multiple stakeholders and projects with professionalism and finesse.
- A service-minded “will figure it out” working style.
- Impeccable written and verbal communication skills.
- High level of emotional intelligence and capacity to collaborate and build positive rapport (trust, credibility, etc.) with diverse stakeholders.
- Highly reliable and punctual.
- Skilled in to working both independently and on a team.
- Knowledge of and interest in personal and professional leadership development and/or civic engagement.
- Strong planning, execution, and time management skills.
- Adaptable technology skills with proficiency in G Suite.
- Previous experience in program support and/or event planning required.
- Some evening and weekend work required per program calendar
- Experience with Salesforce preferred.

Salary and Benefits:

- A fun work environment where learning and growth are prioritized both for staff and for participants.
- Annual staff retreat.
- Flexible work schedule after probation period (potential to work from home one day a week).
- Opportunity to invest in your own leadership development through shadowing LNY and other program events.
- Health benefits, 403B retirement plan, paid sick days, paid professional development support, and generous paid vacation.
- Salary Range: \$40,000-\$45,000 dependent on experience.

To Apply:

Please submit a cover letter and resume addressed to Maya Gutierrez to jobs@coronewyork.org with the subject line: LNY Program Associate. Applications without a cover letter will not be considered. In the cover letter, include what interests you in the position at this point in your career and what you hope to learn from working at Coro.