



## **Part-Time Program Coordinator**

### **Partnership Programs**

In 1995, PENCIL was founded with the goal of raising awareness about public education by inviting civic and business leaders into New York City public schools. From those early days to our work today implementing hands-on, immersive programs that open eyes, open minds, and open doors, PENCIL realizes its mission “to connect students to success.” PENCIL makes it easy for business professionals, educators, and students to work together - in schools and the workplace. Our programs, including virtual and in-school partnerships, mentoring, internships, and immersive experiences like Principal for a Day®, create targeted opportunities to make a real difference in the classroom and beyond. As an organization, we strive to provide students with access to the relationships, skills, and opportunities that support their success.

PENCIL is committed to creating a workplace that respects and values diversity, and to creating an inclusive environment for all employees. We strongly encourage candidates who represent the communities we serve to apply. PENCIL is an Equal Opportunity Employer and will make employment decisions without unlawful discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any other status protected by law. All employment is decided on the basis of qualifications, merit, and business need.

The Program Coordinator will work part time for approximately 25 hours per week through June 30<sup>th</sup>. The primary responsibility of the Program Coordinator is to provide programming support and coverage for the Partnership Programs team and the Internship Programs team. Working both independently and collaboratively, the Coordinator will implement PENCIL's Partnership Programs, coordinating with external school and business partners to execute partnership program events, supporting facilitators leading partnership sessions, and managing document collection and data entry in Salesforce. The Coordinator will also support the Internship Programs team in document collection and management, employer work site visits, as well as supporting the matching and hiring process for interns. The individual has a background in public education and/or workforce development with strong communication, operations, and project management skills. The Coordinator will communicate regularly with external partners and students in execution of their role and reports to the Associate Director of Programs.

### **RESPONSIBILITIES**

The Coordinator position requires strong attention to detail, communication, and data management skills. Specific responsibilities include:

- Support the coordination and execution of partnership sessions, including scheduling and planning events, partner and student outreach before and after sessions, and tracking and documenting student and volunteer attendance
- Support in-person and virtual sessions with data collection, classroom management and event coordination
- Manage relationships and regularly communicate with program participants, including school staff, mentors and students
- Support consistent and accurate data collection and reporting efforts in Salesforce
- Enter and maintain programmatic data to support program implementation and ensure consistency across databases and tracking systems as required by PENCIL and the Ladders for Leaders Program
- Identify and match students in internship placements based on alignment of their skills and interests
- Support communications between interns and employers regarding resume review, interviews and finalizing placements

- Assist team in completing worksite visits for evaluations that ensure students and supervisor are having a positive experience
- Student support including in office distribution of items like OMNY Cards and Payroll cards as needed
- Participate in special projects and execute other assignments assigned by the Associate Director of Programs.

#### **Qualifications and Experience:**

- Experience in a non-profit or public sector work environment, with an emphasis on education or youth programs, especially in STEM-related fields
- Strong youth development skills and experience working with students from diverse backgrounds
- Proven project management skills: event management skills preferred
- Exceptional operations skills with a track record of managing highly detailed and nuanced programs
- Experience with data management; Salesforce experience preferred
- Exceptional verbal and written communication skills
- Demonstrated ability to work both independently and in a collaborative environment and to influence others to ensure successful relationships
- Strong sense of adaptability needed to thrive in a growing and evolving organization
- High standards of excellence and a willingness to do what it takes to get the job done
- Experience with NYC public schools or the NYC DOE preferred

**COMPENSATION** is on an hourly basis, at a rate of \$26 an hour

#### **TO APPLY**

Visit [PENCIL's Application Form](#) to apply. Applications will be accepted until the position is filled. Studies have shown women and people of color are less likely to apply to jobs unless they meet every single qualification. At PENCIL we are dedicated to building a diverse, inclusive, and authentic workplace. If you're excited about the role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. **You may be just the right candidate for the role.**