

Youth & Education Communications and Development Coordinator

Who we are:

St. Nicks Alliance is a nonprofit, nonsectarian community-based organization founded in 1975 with the mission to transform lives of low- and moderate-income people through employment, education, housing, and health care. We deliver impactful services with measurable outcomes to children, youth, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

About Youth and Education

Established in 1994, St. Nicks Alliance's Youth and Education serves more than 6,000 North Brooklyn youth each year. Through a wide-range of programs, children and youth are empowered to successfully advance through the stages of education and into young adulthood with the core competencies to thrive. In partnership with schools, families, and the community, St. Nicks Alliance's holistic approach to transformation combines youth development, academic enrichment, health and wellness, arts learning and post-secondary readiness. St. Nicks Alliance's School Success Model introduces transformational practices to our afterschool centers with the goal of fostering long-term school success through literacy immersion, socioemotional and behavioral supports.

About the opportunity

This position is ideal for an organized, detail-minded and flexible self-starter who craves variety in their work life. The successful candidate must have excellent computer, writing and editing skills, including the ability to research, gather and synthesize information. This candidate thrives in a dynamic environment where they can leverage their creativity and strategic thinking to drive impact. Through storytelling and effective communication this candidate will help advance our mission and transform the lives of those in need of support and impactful services.

What you'll do:

Youth & Education Communications and Development Coordinator will provide administrative coordination and support on a wide range of projects, both recurring and discreet, including:

- support grant submissions through research, managing on-line submission process, language development
- prepare final reports for institutional funders, which reflect the scope of service delivered during the grant period
- prepare "success stories," personal stories of our youth who have overcome significant life challenges due to our programs and services. This process includes organizing a schedule, reaching out to program staff, collecting information through interviews, writing the success stories, and sharing widely within and outside the department
- create program summaries three times/year (spring/fall/winter), including gathering information, writing language, and featuring strong work samples

- assist in the preparation and written documentation for special projects, presentations, and meetings
- complete surveys and related projects

Events

Serve as Youth and Education’s point person, driving force, and key logistics planner for division-wide and organization-wide events throughout the year. The primary fundraising events are McCarren 5K/10K Walk for Youth and Touch-a-Truck. Additional department-wide events include holiday parties and end-of-year events, while organization-wide events include community events, ribbon cutting, staff barbecues, etc. Main responsibilities include:

- planning and implementing marketing and outreach plan
- coordinating program events (ie. trucks, arts activities, youth athletics) in concert with multiple departments
- coordinating event logistics across multiple departments (facilities, youth/education, marketing, IT)
- recruiting and training staff for the events
- managing the event, day of
- work with key staff to create marketing tools (ie. flyers) for school and community-center events
- build out potential placements for and post job openings widely on employment sites tailored to the positions (Idealist, Indeed, LinkedIn, college websites, etc.)
- request social media promotions of positions via St Nicks Alliance’s communications manager

Other

- actively participate in training and professional development
- assume other responsibilities as needed

What we are looking for:

Must-have core competencies, knowledge, skills and education

- highly organized and detail oriented
- flexible with a positive attitude
- self-starter able to problem solve, make decisions, and drive results
- excellent reading and writing skills in English (reading, writing and speaking)
- ability to research and synthesize information
- excellent computer skills (Microsoft suite, Adobe Photoshop or a similar program)

Preferred attributes

- minimum of a bachelor’s degree
- at least two years of experience working in a fast-paced office environment strongly preferred
- genuine interest in community-based youth services
- bilingual preferred

How to apply

Please submit a resume and tailored cover letter to youthresumes@stnicksalliance.org with “Communications and Development ” in the subject line

Job type: full-time

Salary: \$45,000–\$55,000

Benefits:

- 401(k)
- health insurance
- paid time off

Schedule:

- Monday to Friday

Ability to relocate (required):

- This is an in-person position our offices are located in Brooklyn, NY 11211.

St. Nicks Alliance is an Equal Opportunity Employer who encourages people of diverse backgrounds and experiences to apply. St. Nicks Alliance does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.