



Position: Program Coordinator

Location: CFY-NYC, New York

ABOUT CFY

CFY is a national education non-profit that helps students in low-income communities, together with their teachers and families, harness the power of digital learning to improve educational outcomes.

CFY pursues this mission through the combination of its groundbreaking K-12 learning platform, PowerMyLearning.com, and its on-the-ground direct service initiative, the [CFY Digital Learning Program](#). PowerMyLearning makes best-in-class digital learning activities easily accessible and usable to meet the full range of K-12 learning needs. It is an integral part of CFY's Digital Learning Program which is conducted in partnership with low-income public schools to increase home technology access, extend learning beyond the classroom, and deeply engage parents in the learning process. The program provides training for teachers, students and their parents along with a free broadband-ready home computer loaded with educational software and 24x7 bilingual help desk support.

To date, CFY has served more than 40,000 families from 100 schools nationwide and has demonstrated significant impact on student achievement, student engagement, parental confidence, and broadband adoption. To extend the impact of its work even further, CFY operates an [Affiliate Network](#) of over 30 organizations in more than 20 states and the District of Columbia.

POSITION DESCRIPTION

The **Program Coordinator** will provide support in the delivery of CFY's Digital Learning Program to New York City Partner Schools. The Program Coordinator will work closely with a team of other Program Coordinators. An important member of the CFY team, the Program Coordinator is responsible for organizing, coordinating, and accomplishing tasks that will aid in the achievement of goals and objectives of the Program Team. This position will be under the direction of a Program Manager.

KEY RESPONSIBILITIES

Administrative Support

- Ensure office orderliness and organization, maintaining common standards of professionalism and mutual respect among all employees
- Assist with coordinating all preparatory work leading up to workshops in conjunction with Program Managers including document creation using Word and Excel, scanning and filing documents, managing and packing supplies
- Assist Program Managers in maintaining and updating internal data files
- Enter student attendance and other critical information into CFY portal (client database)
- Manage after-workshop forms and data by collaborating directly with CFY National staff
- Provide procurement guidance, training and quality assurance to other CFY offices
- Schedule and confirm appointments, internal meetings and manage conference room schedule as needed
- Draft memos and correspondence
- Assist with other projects as needed

General Program Responsibilities:

- Participate in CFY-NYC weekly program meetings, staff meetings, off-site trainings and retreat
- Work collaboratively with other team members to achieve overall team goals
- Contribute new ideas regarding CFY's program
- Understand and communicate the mission to staff, clients, donors, and other stakeholders

QUALIFICATIONS

- Passion for CFY's mission
- Associate's degree / Completion of at least two years of undergraduate education
- One to two years of experience as an Administrative Assistant or related work experience
- Excellent written and verbal communication skills
- Impeccable organizational skills and attention to detail
- Vendor management experience
- Exceptional interpersonal and teamwork skills
- Ability to multi-task in a fast-paced organization
- Proven integrity and commitment to confidentiality
- Tact and diplomacy
- Proven experience at working independently with minimal supervision and as part of a team to complete assignments
- Flexibility and adaptability to rapid change
- Expertise with Microsoft Outlook, Word, and Excel a must
- Comfort using Microsoft PowerPoint, Access, Salesforce, or SharePoint a plus

COMPENSATION AND BENEFITS

Compensation will be competitive and commensurate with experience.

TO APPLY

Please send a resume and a thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position, and stating both your current compensation and how you heard about this opportunity, to jobs@cfy.org using the following conventions:

Subject line: Program Coordinator Search

Cover Letter: yourfirstname_yourlastname_coverletter.doc

Resume: yourfirstname_yourlastname_resume.doc

Applications will be reviewed on a rolling basis.

CFY is an Equal Opportunity Employer