

Position: Registration 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 **Registration Coordinator (RC)** will provide support in the delivery of CFY's Digital Learning Program to New York City Partner Schools. During the Family Learning Workshop, the Registration Coordinator is responsible for ensuring the families are registered and assigned to a classroom.

An important member of the CFY team, the Registration Coordinator is the first person families see upon entering the building and will not only greet them, but also utilize the structured entrance to avoid any disarray. In addition to registering families, you will be collecting and organizing essential documents throughout the day. The efforts at the registration table lay the groundwork and set the tone for the entire workshop.

The time commitment on Fridays will vary depending on the school, but will average **3** hours from approximately **2pm – 5pm**. Saturdays are approximately nine hours (8:00am – 5:00pm), including 30 a minute paid lunch. CFY partner schools are located within **NYC**; training locations vary throughout the year. RCs should be able to commit to working two weekends per month during the school year (there is often the opportunity to work three weekends per month if desired).

This position will be under the direction of a Program Manager.

KEY RESPONSIBILITIES

- Provide excellent customer service to CFY's families and schools throughout their experience with CFY.
- Set-up and manage registration table on Saturdays.
- Ensure accuracy with all aspects of registration, paperwork collection, etc.
- Reconcile paperwork and trouble-shoot any discrepancies.
- Participate in Friday afternoon set-up of classrooms at schools; i.e. making classroom maps, taking pictures of classrooms, set out classroom supplies, tape off auditorium, etc.
- All other duties as necessary.

CANDIDATE QUALIFICATIONS

Required:

- Passion for CFY's mission
- Strong customer service skills
- Proficient computers skills
- Ability to communicate clearly and accurately
- Strong problem-solver
- Team-player who is also capable of working independently or with minimal oversight.
- Availability on Fridays and Saturdays.

Preferred:

- Bilingual Spanish/English or other language
- Experience working with public schools and/or districts

COMPENSATION

- \$15 per hour. Compensation does not include the cost of transportation.
- Initial training time is compensated at a flat rate per session. There may be additional training time required either in person or by phone, and that we compensate for training time at flat rates per session.

TO APPLY: Please send a resume and cover letter to jobs@cfy.org using the following conventions:

Subject line: NYC Registration Coordinator

Cover Letter: yourfirstname_yourlastname_coverletter.doc

Resume: yourfirstname_yourlastname_resume.doc

Your cover letter should answer the following questions:

1. Where did you learn about this position?
2. What makes you an exceptional candidate for this particular position?
3. What experiences have you had working with children and computers?
4. What would you like to gain from this experience?

We will ONLY accept materials via email. Applications will be reviewed on an ongoing basis.

CFY is an Equal Opportunity Employer