

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Community Partnership Program Coordinator
Department: Early Childhood Education
Reports to: Director of Early Childhood Education
Hours: Full-Time

Position Summary:

Union Settlement is seeking a full-time Coordinator to oversee the community engagement, assessment and public education work of the East Harlem Community Partnership Program (CPP). The mission of the East Harlem Community Partnership Program is to build a stronger safety net for at-risk children, youth and their caregivers in the East Harlem community. The CPP promotes empowerment of strong collaboration with ACS-involved families and youth on policy, planning and program development, and also promotes a dedicated focus on addressing culture, race and equity-related issues. The Coordinator works closely with the East Harlem CPP Advisory Committee to facilitate cooperative efforts among multiple agencies working with these families in East Harlem. Some evening and weekend work is required, as needed.

Responsibilities:

1. General Program oversight:

- Facilitate the development of partnerships between different community-based organizations to better support families, and monitor the progress of these collaborative efforts.
- Support and facilitate CPP work groups in achieving their ACS contractual deliverables
- Work with the coalition leadership to coordinate monthly meetings.
- Manage work assignment schedule and ensure adherence to fiscal requirements
- Work with the program leadership to develop, monitor and maintain contract budget
- Participate in collaborative work between ACS and other government agencies

2. Community Outreach:

- Conduct broad-based outreach to various stakeholders such as schools, churches, preventive and foster care to engage them in various facets of the coalition's work
- Promoting cross collaborative work between social service agencies, so they are able to develop a synergistic working relationship that allows families to be better supported

- Work closely with CPP member agencies and community stakeholders to determine most needed resources for supporting families. Organize small and large group gatherings for outreach purposes
- Coordinate with community partners to organize community events for the purposes of advocacy, coalition building, and promoting greater collaboration and cross-referrals
- Organize forums, public education sessions and or community events to address relevant child welfare issues and to promote community "well-being"

3. Record Keeping/Reporting:

- Maintain records of all CPP activities and accomplishments
- Work closely with each CPP work group to review and assess the progress of meeting ACS's contractual deliverables
- Prepare monthly and quarterly reports to the ACS Community Program Associate and the CPP leadership, highlighting the progress and strengths of our work that further support families and build partnerships between organizations
- Tracking all cross referrals between social service agencies and school institutions that were facilitated by the Community Partnership Program

Qualifications:

- Bachelor's degree with a minimum of 2 years of non-profit experience required. Master's Degree with some experience in non-profit management a plus.
- A demonstrated commitment to community building, protecting children and youth from abuse and neglect, providing support to families and building collaborations.
- Experience in the child welfare, community organizing and advocacy.
- A strong understanding of the community of East Harlem and the existing community-based organizations that support families preferred.
- Knowledge of education, child abuse and neglect, immigration, and cross-cultural issues preferred.
- Excellent speaking, listening, writing, presentation, and critical analysis skills.
- Superior organizational, planning, creative thinking and problem solving skills.
- Strong PC, Microsoft Office, and Internet skills.
- Ability to multitask and to work independently, as well as within a team.
- English/Spanish bilingual a plus

To Apply:

Please send cover letter, resume, references, and salary requirements to:

jobs@unionsettlement.org

Please indicate CPP Coordinator in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER