



Position: Program Coordinator, CFY-New York

Location: New York City Office

Start Date: August 9, 2010

ABOUT COMPUTERS FOR YOUTH

CFY is the nation's leader in improving the Home Learning Environment of low-income school children. CFY works across the country to educate thought leaders and policymakers on the importance of expanding educational priorities to include learning in the home.

Since 1999, CFY has developed high-impact interventions to strengthen the home learning environment among middle school students, with programs now operating in New York City, Philadelphia, Atlanta, Los Angeles and the San Francisco Bay Area. Its signature Take IT Home program helps educators build stronger home-school connections and provides families with the key ingredients required to improve their home learning environment -- a home computer loaded with selected educational software; online family learning services; information about affordable broadband options; and hands-on training designed to help parents become more effective learning partners. Studies confirm that CFY's programs have significantly improved students' test scores and class effort and have increased parents' confidence and involvement.

To extend the impact of its work and strengthen the home learning field, CFY also operates an Affiliate Network of 28 organizations in 18 states and the District of Columbia. For more information, please visit www.cfy.org.

CFY-NYC Overall Objectives

- Serve approximately 9,280 families in 90-100 assigned schools by providing free home learning centers, training, and bi-lingual help desk support, with the goals of strengthening the home learning environment and promoting family broadband adoption.
- Provide Professional Development for partner teachers at each of our partner schools.
- Successfully run the Student Software Team (including 12-18 students) to choose Family Learning Software Award winner.
- Maintain a positive team environment, where all staff perform with excellence at their highest potential.

POSITION DESCRIPTION

The **Program Coordinator** will provide support in the implementation of the Take IT Home Program and of school relations for approximately 15 schools. The Program Coordinator will work closely with the team of Program Managers and Program Coordinators and will directly report to a Senior Program Manager.

KEY RESPONSIBILITIES

Take IT Home responsibilities:

- Coordinate all preparatory work leading up to workshops in conjunction with Program Manager. This includes document creation using Word and Excel, managing and packing supplies and corresponding with schools via email and/or phone.
- Prepare documentation for and participate in meetings with partner schools.
- Assist in coordinating and conducting student outreach days at CFY partner schools; this includes giving presentations to groups of 20-200 students.
- Assist with the delivery of teacher orientation.
- Serve as the registration coordinator for Family Learning Workshops in assigned NYC partner schools.
- Manage after-workshop forms and data by collaborating directly with CFY National staff.

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.

Other task as needed

Note: This position requires work on Saturdays (about 23 Saturdays per year) with compensation days to be taken by the employee during the following week.

CANDIDATE QUALIFICATIONS

Required:

- Passion for CFY's mission
- Bachelor's degree
- Experience working with youth
- Demonstrated experience leading large presentations and/or training sessions
- Very detail-oriented with strong writing skills
- Proven organizational and problem-solving skills
- Strong relationship or "people" skills
- Team player who is also capable of working independently and with minimal oversight
- Demonstrated flexibility when priorities change
- Capacity to thrive under pressure while working on multiple tasks and projects
- Ability to set priorities for self, team and peers, and adjust when priorities change
- Proficient using all Microsoft Office applications including Word, Excel, and Outlook

Preferred:

- One or more of the following:
 - Experience working with public schools and/or districts
 - Experience working with low-income communities
 - K-12 teaching background

COMPENSATION AND BENEFITS

Compensation will be highly competitive and commensurate with experience. CFY also offers a generous benefits package.

TO APPLY

Please send a resume, writing sample, and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, to Leigh Anna Ridge at LRidge@cfy.org using the following conventions:

Subject line: Program Coordinator Search
Cover Letter: yourfirstname_yourlastname_coverletter.doc
Resume: yourfirstname_yourlastname_resume.doc
Writing Sample: yourfirstname_yourlastname_writingsample.doc

Applications will be reviewed on a rolling basis.

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