



Position: Staffing Coordinator, CFY-New York

Location: New York City Office

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 more than 30 organizations in more than 20 states. 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 staffers perform with excellence at their highest potential.

POSITION DESCRIPTION

The **Staffing Coordinator** will assist the Senior Training Manager with hiring, on-boarding and training of part-time workshop staff (including Training Coaches, Family Trainers, and Customer Service Representatives) and will manage the part-time staffing schedule for Family Learning Workshops (FLWs) as a part of CFY's Take IT Home program. The Staffing Coordinator will directly report to the Senior Training Manger.

KEY RESPONSIBILITIES

Assist with hiring, on-boarding and training

45%

- Post part-time positions and collect resumes.
- Review resumes and conduct phone-screens of qualified candidates.

- Schedule interviews for qualified candidates.
- Assist with on-boarding of hired candidates by ensuring all necessary paperwork is completed.
- Assist with creation and duplication of training materials.
- Assist with scheduling and logistics of staff trainings.

Manage Staffing Schedule

45%

- Create and maintain staffing schedule for approximately 8 Training Coaches, 30 Family Trainers and 30 Customer Service Representatives. This includes:
 - Collecting and keeping detailed information on each staff person's availability, languages spoken and borough preferences.
 - Clear and consistent communication to ensure that all part-time staffers have accurate details of when and where they are scheduled.
 - Maintenance of share website to ensure that part-time staffers have necessary documents etc and are included in organization-wide communications.

General Team Responsibilities

10%

- Participate in CFY-NYC weekly program team meetings.
- Attend training, including in-house training. Be prepared to discuss concepts learned in the sessions with team members, and find ways to apply learning at CFY-NYC.
- Manage up, by being proactive and keeping manager informed of changing priorities.
- Understand and communicate the mission to staff, clients, donors, and other stakeholders

Other duties as necessary

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
- At least 2 years of work experience after college.
- Impeccable organization and project management skills.
- Detail oriented, energetic, independent.
- Exceptional interpersonal and teamwork skills.
- Excellent written and verbal communication skills.
- Self-motivated with the ability to thrive under pressure and on deadline.
- Capacity to simultaneously work on multiple tasks and projects, and the ability to set priorities.
- Demonstrated flexibility when priorities change.
- Expertise with Microsoft Outlook, Word, and Excel a must.

Preferred:

- One or more of the following:
 - Experience or education in Human Resources/recruiting
 - Experience working with public schools and/or districts

- Experience working with low-income communities

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 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 Cindy Menz-Erb at cmenz-erb@cfy.org using the following conventions:

Subject line: CFY-NYC Staffing Coordinator Search

Cover Letter: yourfirstname_yourlastname_coverletter.doc

Resume: yourfirstname_yourlastname_resume.doc

Applications will be reviewed on a rolling basis.

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