



Greater Newark Conservancy

Education Program and Youth Internship Coordinator

Greater Newark Conservancy fosters collaboration in our community at the intersection of environmental, food, and racial justice to promote the health and well being of Newark residents. Our programs work to reverse the long history of systemic racism to improve social determinants of health by expanding access to green spaces, nutritious food, wellness education, and youth development. See website at www.citybloom.org.

This Coordinator position serves two primary functions:

1. Oversee Newark Youth Leadership Program (NYLP) summer internship. NYLP involves Newark high school and college students in hands-on work experiences in the fields of urban agriculture and community greening. The goal of the program is to train the next generation of leaders that will impact the environmental health of Newark and its surrounding communities. Interns work alongside full-time Conservancy staff, learning the specific skills required to improve the environmental health of the community as well as support this work long term.
2. Support environmental, garden-based, and nutrition education programs at our Prudential Outdoor Learning Center (OLC) and in select Newark schools.

The Coordinator has a regular schedule of 40 hours/week. Evening and weekend hours required as part of this position. The Coordinator reports to the Director of Youth and Family Education.

YOUTH INTERNSHIP FUNCTIONS:

- Supervise and manage up to 40 NYLP interns and college mentors in summer
- Plan, organize and lead meaningful youth development-focused summer program
- Organize and lead opening and closing events, information and training sessions for youth and their parent/guardians, educational events and trips, college visits
- Coordinate with Newark Youth One Stop office: employment paperwork, weekly timesheets, etc.
- Manage personnel files: applications, placements, attendance, evaluations, payroll, and disciplinary records
- Coordinate, collaborate with, and train Conservancy staff on internship responsibilities, youth development support, intern management, disciplinary processes, program rules and expectations
- Collect, organize and maintain evaluation records including program goals, metrics, outcomes and achievements; and assist in preparation of evaluation reports
- Create and maintain NYLP budget
- Manage relationships with key constituents throughout the year: City of Newark, Newark Board of Education, partnering agencies, high schools, colleges
- Manage other high school and college interns and volunteers throughout the school year

EDUCATION PROGRAM FUNCTIONS:

- Conduct youth and family education programs at Greater Newark Conservancy's Prudential Outdoor Learning Center
- Assist with program evaluation. Conduct youth and adult assessments. Maintain statistical records.
- Support school garden environmental education programs at local schools
- Create educational and promotional material including Powerpoint presentations, brochures, handouts, and social media posts

ADDITIONAL RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Participate in regular relevant community meetings
Support and assist with cross-department collaborative programs and activities
- Other duties as assigned by Director of Youth and Family Education.
or Executive Director

QUALIFICATIONS:

- BA/BS or work equivalent
- Commitment to racial and environmental justice
- Proven leadership skills with youth
- Strong people management, interpersonal, and supervisory skills
- Ability to organize and maintain detailed records
- Strong writing, communication and computer (Google suite, Microsoft suite, virtual platforms-Zoom, WebEx) skills
- Valid driver's license, clean driving record required
- Must be able to work outdoors and perform gardening tasks
- Experience in formal or informal teaching preferred
- Knowledge/experience in horticulture, urban agriculture or environmental education preferred
- Knowledge of Spanish and/or Portuguese helpful

COMPENSATION: \$36-38,000 plus benefits (Exempt)

SEND RESUME AND COVER LETTER TO:

Sarah O'Leary (she/her)
Director of Youth and Family Education
Greater Newark Conservancy
32 Prince Street
Newark, NJ 07103
soleary@citybloom.org