



### **Education Program 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](http://www.citybloom.org).

**Greater Newark Conservancy seeks a dedicated and enthusiastic Education Program Coordinator with primary responsibilities for the following.**

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 the coordination and implementation of environmental, garden-based, and nutrition education programs at our Prudential Outdoor Learning Center (OLC) and in select Newark schools.

The Education Program Coordinator has a regular schedule of 40 hours/week, with some evening and weekend hours required. This position reports to the Director of Youth and Family Education.

#### **EDUCATION PROGRAM FUNCTIONS:**

- Deliver youth and family education programs at Greater Newark Conservancy's Prudential Outdoor Learning Center.
- Lead and manage collection of program data, including evaluations, youth and adult assessments, and relevant statistics.
- Support the implementation of school gardens and environmental education programs at local schools.
- Create educational and promotional material including Powerpoint presentations, brochures, handouts, and social media posts.

#### **YOUTH INTERNSHIP FUNCTIONS:**

- Recruit and manage college and high school interns year-round.
- Supervise and manage up to 40 NYLP interns and college mentors.
- Plan, coordinate, and lead meaningful youth development programs.
- Organize and lead opening and closing events, information and training sessions for youth and their parent/guardians, educational events, field trips, and college visits.
- Coordinate with Newark Youth One Stop office regarding employment documents, weekly timesheets, and other requirements as needed.
- Manage personnel files (applications, assignments, 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 reports.
- Create and maintain NYLP budget in coordination with Director of Family and Youth Education.
- Manage relationships with key constituents throughout the year: City of Newark, Newark Board of Education, partnering agencies, high schools, and colleges.

**ADDITIONAL RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Participate in relevant community meetings when required.
- Support cross-departmental collaboration on activities and programs.
- Other duties as assigned by Director of Youth and Family Education and/or Executive Director.

**QUALIFICATIONS:**

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

**COMPENSATION:** \$35,000-40,000 plus benefits (Exempt)

**SEND RESUME AND COVER LETTER TO:**

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 Greater Newark Conservancy  
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