



East New York Farms! Youth Program Coordinator



Job Title:	Youth Program Coordinator	Position Type:	Full-time
Location:	United Community Centers, Inc 613 New Lots Ave Brooklyn, NY 11207	Reply to:	jobs@eastnewyorkfarms.org (718)649-7979; ucceny.org/enyf

United Community Centers (UCC) is a social justice driven community center that has been serving the East New York neighborhood of Brooklyn for over 60 years. Our mission is to work together with residents of all ages and cultures to address our community’s challenges, celebrate its strengths, and provide services that improve lives.

East New York Farms (ENYF) is a project of the United Community Centers, Inc (UCC). ENYF! is a diverse group of gardeners, vendors, farmers and youth working together to strengthen our community through gardens, fresh food, and farmers markets.

The **Youth Program Coordinator** will be responsible for managing all aspects of our intensive Youth Internship programming serving 20+ youth from East New York, as well as other youth-related initiatives that are a part of ENYF. We are looking for a person who is committed to using youth development as a tool for both personal growth and social change, and who is excited to join a tight-knit organization and community that is leading the way towards food justice.

We will prioritize individuals that identify as BIPOC able to work onsite/in-person and identify with the community.

ROLE AND RESPONSIBILITIES:

- Supervise 20+ youth interns at the farm, market and in neighborhood gardens.
- Support staff with youth program supervision and maintaining program standards.
- Design and implement a youth-led social justice curriculum.
- Approve bi-weekly timesheets for youth and maintain financial records.
- Manage contact data and communications with youth applicants, interns, alumni, and external stakeholders.
- Conduct recruitment at local schools and coordinate annual youth interviews.
- Develop youth calendars, work schedules, plan trips and lead group meetings.
- Serve as part of the core leadership team of the Youth Food Justice Network.
- Coordinate and facilitate 5-6 food justice educational events for a youth audience.
- Plan and execute YFJN Expo/Conference in collaboration with network members and stakeholders.
- Support overall program operations in our markets, farm sites, and gardens.

QUALIFICATIONS

- At least one year of staff experience working in youth development (substantial experience as a youth participant with leadership roles will be considered).
- Committed to principles of racial, social, and economic justice.
- Able to work independently, initiate projects, and manage multiple obligations.
- Comfortable working with groups of people of diverse ages and backgrounds.
- Comfortable working outside in all weather and capable of lifting 40 pounds.
- Drivers License required.

DESIRED QUALITIES

- Familiarity with East New York.
- Interest and experience in community work, youth development, education and food justice.
- Experience with Google Office Suite and social media.
- Excellent communication, organization, and decision-making skills.
- Knowledge of Spanish or Bangla is helpful but not required.



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BENEFITS

- Pay rate: \$40-42K at 37.5 hours/week
- Generous vacation time, sick leave, 2 personal days/year, and paid holiday time
- Biweekly virtual days and flexible work hours.
- Simple IRA plan, full medical and dental insurance

To APPLY:

STEP 1: TELL US ABOUT YOU! Email us a short video introducing yourself to our team or detailed cover letter along with your resume in a PDF to jobs@eastnewyorkfarms.org with “ENYF Youth Program Coordinator” in the subject line. Once your submission is received ENYF staff will review your resume and video. We will follow up with the next steps.

Suggested Video or Cover Letter Prompts:

- Name, Preferred Pronouns
- Why are you interested in joining our project?
- How did you become interested in food justice?
- What interests you about this position specifically?
- What do you think are some of your strengths and weaknesses related to youth programming?
How did you deal with these weaknesses?

STEP 2: MEET THE TEAM - We will invite selected participants for an interview conducted by member(s) on the ENYF Team.

STEP 3: MEET THE YOUTH INTERNS - We will invite selected applicants to join us for another round of interviews conducted by youth interns, ENYF staff, and community members where you will be asked to conduct a presentation pertaining to the role.

STEP 4: WELCOME TO THE TEAM!