



Footsteps Program Coordinator Job Description

Job Title: Program Coordinator

Reports to: Director of Economic Empowerment

Position Type: Full Time, Non-Exempt

Organizational Overview:

Footsteps supports and affirms individuals and families who have left, or are contemplating leaving, insular ultra-Orthodox Jewish communities in their quest to lead self-determined lives. We provide crucial peer and professional resources and support as people embrace the challenge to redefine their identities and build new communities. Footsteps nurtures a network of individuals so that they not only survive in their new world, but thrive. Since Footsteps' founding in 2003, the organization has served over 1,900 individuals, and in 2021, we expect our budget to reach nearly \$4 million. To learn more, visit footstepsorg.org.

Position Overview:

Footsteps' Program Coordinator will provide direct support (including intake and assessment, individual coaching, and referrals) to members accessing Footsteps' economic empowerment programs (i.e. educational, vocational, and financial services). Additionally, you will work closely with the Director of Economic Empowerment to plan, coordinate, and expand Footsteps' educational, vocational, and financial programs, events, and workshops. You will provide operational support as assigned and will play an integral role in creating a welcoming and safe environment for those who seek services from Footsteps.

Responsibilities include:

Economic Empowerment Support Services (70%):

Educational Supports

- Conduct education intakes and assess educational needs of members
- Provide 1:1 coaching to help members define and set educational goals and provide support in achieving those goals, including making referrals to programs both internally and externally
- Assist in developing resources for and implementation of Footsteps' education programs
- Coordinate Footsteps scholarship program and manage online scholarship database, including oversight of application process, organization of application materials for review by scholarship committee, and compiling biographies and necessary data for funders

Vocational Supports

- Conduct research and development toward the implementation of Footsteps' vocational programming and support services

- Assist in the coordination of Footsteps' vocational scholarship program and management of scholarship database, including oversight of application process, organization of application materials, and compiling necessary data for funders
- Conduct intakes and assess vocational needs of members
- Provide 1:1 coaching to help members define and set vocational goals and provide support in achieving those goals, including making referrals to programs both internally and externally

Financial Services Supports

- Conduct financial services intake and pre-assessment interviews to assess needs of members
- Refer members for financial counseling and crisis funding, internally and externally
- Organize crisis fund application materials for review, internally and externally

Ongoing Communications

- Communicate with Footsteps staff regarding members' needs as they arise
- Ensure key interactions with members are documented according to agency guidelines
- Attend team and program planning meetings as assigned

Program and Event Coordination (30%):

- Assist with planning and facilitating evening programs and workshops
- Coordinate ordering food, materials, and supplies for EE programs

Qualifications:

- Experience working in a youth development, education, and/or career services agency
- Experience in coordinating programs and demonstrated understanding of details that go into program coordination
- Strong writing, editing, and layout skills
- Research and program development experience
- Comfort engaging with and exploring new uses of technology to support organizational needs
- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and Google Suite (Google forms, sheets, and docs)
- High level of comfort working with at least one database, and ability to learn Salesforce

Desired Competencies:

- Excellent interpersonal skills, including listening, speaking, and networking
- Takes initiative, comfortable offering suggestions as well as asking for feedback and guidance
- Flexible; comfortable with shifting priorities
- Keen attention to detail and ability to manage and juggle multiple tasks at once
- Non-judgmental character and able to set aside personal beliefs in service of member needs

Location: New York City (virtual during COVID-19 until further notice)

Start Date: July 2021

Salary: \$45,000-\$55,000 commensurate with experience

How to Apply:

Please send your resume and cover letter to opportunities@footstepsorg.org and indicate your name and "Program Coordinator" in the subject line. **We will be reviewing applications on a rolling basis, so we encourage you to apply soon.**

Team + Benefits:

You will be joining an amazing team of passionate, mission-driven colleagues. We offer a competitive benefits package that includes: flexible work schedule; 12 paid holidays and 20 days of paid time off in first year; four weeks of paid parental leave in first year; health, dental, and vision insurance; 3% match for IRA retirement plan; flexible spending accounts for health care and transit; and professional development stipend.

In recent years Footsteps has further deepened its commitment to Diversity, Equity, and Inclusion. We understand that each individual brings a unique and important perspective to the work. This is often complex and allows us to grow as an institution and as people.

Footsteps is an equal opportunity employer. Immigrants, people of color, formerly ultra-Orthodox individuals, LGBTQIA people, people with disabilities, and people who come from poor and working class backgrounds are strongly encouraged to apply. Footsteps does not discriminate on the basis of race, color, religion, sexual orientation, gender identity or expression, national origin, age, disability, marital or veteran status, or any other legally protected status