



NOW HIRING: PROGRAM COORDINATORS

POSITION: Program Coordinator for the Uni Project
EMPLOYMENT DATES: Mostly weekends. Dates to be determined based on availability, April-Oct 2018.
HOURS: **Part-time.** Program Coordinators work anywhere from 5 to 15hrs/week.
PAY: \$20/hr.
LOCATION: Outdoor public locations across New York City.

The Uni Project is an initiative that brings learning opportunities to public space in New York City. Using custom-designed installations, we pop up in parks, plazas, and other public spaces to offer reading, drawing, and hands-on experiences for all ages. We partner with community-based organizations and with city agencies, and we prioritize underserved locations. We do this work to improve the urban environment, strengthen communities, and make education a visible, enjoyable part of urban life.

We're seeking friendly, motivated, responsible, customer service-oriented people to manage our pop-up learning environments in NYC as Program Coordinators. Work will include lots of time on your feet outdoors. As a Program Coordinator, you will be responsible for:

- Working with the public: You will be responsible for greeting the public, assisting patrons, and generally facilitating use of materials. This position requires a significant amount of communication and interaction with the public.
- Making the programs look great: You will be responsible for making sure the whole installation looks great and materials are organized on shelves.
- Managing other on-site personnel: We often staff each event with additional program staff or volunteers. You will be responsible for managing other on-site personnel to help out with the same tasks as above.
- Coordinating access to equipment: Program cart(s) and benches will be stored inside our truck parked nearby, or stored in a local building. You will be responsible for coordinating with the driver or other local partners to access equipment and return it at the end of day.
- Set-up/pack-up: You will be responsible for moving the carts and benches by hand from the truck or storage into public space. The driver will assist on the truck ramp or lift gate. In most cases, you will also have other staff and volunteers to help move gear along the sidewalk, but you should be prepared to take the lead in moving items (wear sturdy shoes and clothes).
- Coordinating arrival and departure with community host partners: In almost all of our locations we are hosted by a community group. In the event that the Program Manager is not present, you will be required to communicate arrival and departure with our community host partner.
- Data collection/documentation: You will be responsible for recording head-counts, conducting occasional surveys, and taking photos of each event.
- Any other tasks that will help ensure the safe and successful implementation of our programs.

Qualifications:

- Experience with and passion for interacting with the public and children in particular

The Uni Project
www.theuniproject.org
Uni Project is a project of Street Lab, a 501c3 nonprofit

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- Experience in a similar position of responsibility
- Confidence in representing the Uni Project
- Strong commitment to excellent “customer service” and safety
- Strong commitment to community engagement
- Excellent communication skills
- Ability to roll bureau-sized stage cases by hand and lift 25lb bins to a height of 3-4 feet
- Spanish, Chinese, and other language skills and knowledge of NYC neighborhoods a plus

To apply, contact Leslie Davol at leslie@theuniproject.org with a resume and cover letter describing your interest in working with us and relevant skills. If interviewed, references will be required.

Street Lab and the Uni Project do not discriminate against any applicant or employee with regard to hiring, retention, promotion, benefits or compensation because of race, national origin, ethnicity, citizenship, gender, age, marital status, creed, sexual orientation, disability, or any other characteristic protected by law. Street Lab and the Uni Project are also committed to the promotion of diversity in all of its work and programs.