

## NOW HIRING: PROGRAM COORDINATORS

Street Lab/ the Uni Project creates programs for public space across New York City. Using custom-designed infrastructure, we pop-up in parks, plazas, and other public spaces to offer reading, drawing, and other hands-on learning experiences for all ages. We partner with community organizations and city agencies, and we prioritize underserved locations. We do this work to improve the urban environment, strengthen New York City neighborhoods, and bring New Yorkers together.

We're seeking friendly, motivated, responsible people to run our pop-up installations in neighborhoods across NYC. See this job posting online at [www.theuniproject.org/work-with-us](http://www.theuniproject.org/work-with-us)

### **Program Coordinators \$20/hr**

### **Program Coordinator for Youth Education \$20-25/hr depending on experience**

The positions are part time, and Program Coordinators typically work 5-15 hours per week, with fewer hours in the winter. Shifts are typically 4-5 hours. We will develop a custom work schedule based on your availability. We're especially interested in hiring Program Coordinators who want to work weekends in spring, summer, and fall. We are also seeking a Program Coordinator for Youth Education who can work 20+ hours/week on weekdays from July 1 to Aug 15, to bring our programs to play streets and playgrounds.

As a Program Coordinator, you will be responsible for:

- **Working with the public:** You must be comfortable and skilled at greeting the public, making people feel welcome and safe, and introducing patrons to the materials and activities in our reading rooms, drawing studios, and more. This position requires a significant amount of communication and interaction with the public.
- **Making the program materials look great:** You will be responsible for making sure the installation looks attractive and materials are well organized on shelves.
- **Working with a team:** All events are staffed with at least two staff or volunteers, often more. You will need to work with a team and be ready to guide less experienced staff and volunteers.
- **Getting access to equipment:** Program carts and benches will be delivered by truck or stored in a nearby building. If our Program Manager is not present, you will be responsible for coordinating with the driver or local partner to access equipment.
- **Set-up/pack-up:** You will be responsible for moving the carts and benches by hand into public space. In most cases, other staff and volunteers will be on hand to help roll gear into place, but you should be prepared to take the lead in moving items (wear sturdy shoes and clothes).



- **Communicating with community host partners:** At each event, we are hosted by a community or neighborhood group. If our Program Manager is not present, you will need to check in with our community partners and make sure their needs are being met.
- **Data collection/documentation:** You will be responsible for recording head-counts, conducting occasional surveys, and taking photos where possible.



#### Qualifications:

- Experience with and passion for interacting with diverse members of the public of all ages
- Experience in a similar position of responsibility
- Strong commitment to community engagement
- Ability to anticipate needs of patrons and offer friendly “customer service”
- Excellent communication skills
- Confidence in representing our organization and explaining our work to the public
- Ability to roll bureau-sized stage cases by hand and lift 15 lb items to a height of 3-4 feet
- Spanish, Chinese, and other language skills and knowledge of NYC neighborhoods a plus

#### Additional responsibilities, **Program Coordinator for Youth Education:**

- Take the lead in welcoming and engaging children of all ages at our pop-up installations.
- Assist with the design and development of program activities and materials.
- Conduct interviews to measure of impact of our programs on kids and community.

#### Additional qualifications, **Program Coordinator for Youth Education:**

- Graduate-level educational work or substantial work experience in youth education.
- An interest in developing innovative ways to reach at-risk kids with learning experiences.
- A desire to work in non-traditional environments, e.g. next to basketball courts, at a public pool, and more.

To apply, contact Leslie Davol ([leslie@theuniproject.org](mailto:leslie@theuniproject.org)) with a resume and cover letter or email. If interviewed, references will be required.