



Programs Coordinator

The Community Resource Center (CRC) is a nonprofit organization based in Mamaroneck, New York, dedicated to empowering immigrant and low-income families by providing the resources, support, and advocacy they need to become self-reliant and thriving members of the community.

The Community Resource Center (CRC) is seeking a Program Coordinator to join our dynamic and mission-driven team. The Program Coordinator will support the planning, coordination, and implementation of youth, adult, and workforce development programs. This role works closely with staff, participants, and community partners to ensure programs run smoothly, participants remain engaged, and services are delivered effectively. The position plays a key role in supporting day-to-day program operations, data tracking, and participant experience across CRC's program areas.

This position offers an exciting opportunity for a highly organized, people-centered, and detail-oriented individual who is passionate about youth development and community impact. The Program Coordinator will gain hands-on experience supporting a range of programs, including youth enrichment, workforce development, and community-based services, while contributing to CRC's mission of empowering and uplifting underserved communities.

Essential Duties & Responsibilities

Responsibilities include, but are not limited to, the following:

- Coordinate and support the implementation of adult programs, youth programs, children's services, and workforce development programs
- Serve as a liaison for program participants, youth and families, community partners, and workforce stakeholders to ensure clear communication and engagement
- Plan and coordinate logistics for program activities and events, including workshops, trainings, information sessions, and youth enrichment programs, both in person and virtually

- Support the day-to-day operations of youth programming, including outreach, enrollment, attendance tracking, and communication with families and caregivers
- Help create a safe, engaging, and inclusive environment for all participants that supports learning, participation, and positive development
- Distribute informational and instructional including pre and post test materials for participants, families, and partners
- Maintain accurate and timely data entry across systems, ensuring program records, attendance, and participant information are complete and up to date
- Maintain records, prepare class rosters, assemble program materials, and track and record evaluations and program outcomes
- Monitor participant engagement and support follow-up efforts to keep youth, adults, and workforce participants connected to services and opportunities
- Support continuous improvement of programs by identifying challenges, gathering feedback, and recommending enhancements to program delivery and participant experience
- Assist with outreach and recruitment efforts to promote youth, adult, and workforce programs and support enrollment
- Provide guidance and support to volunteers, interns, or program assistants as needed

Qualifications

- 1–3 years of experience in program coordination, youth programs, workforce development, community-based work, or a related area
- Experience working with youth, families, and/or diverse communities preferred
- Strong organizational skills and ability to manage multiple tasks and priorities
- Strong communication and interpersonal skills
- Ability to provide excellent customer service to participants, families, staff, and partners
- Experience with data entry, recordkeeping, and tracking information accurately
- Comfort using databases, spreadsheets, Microsoft Office and virtual platforms such as Zoom
- Ability to support program logistics, outreach, and participant follow-up
- Ability to work both independently and as part of a team
- Strong attention to detail and ability to stay organized in a fast-paced environment
- Bilingual English/Spanish preferred but not required

Work Schedule & Requirements

- Valid driver's license and reliable transportation required.
- Ability to travel locally as needed to meetings, events, partner sites, and program locations.
- Availability to work evenings and weekends as needed to support organizational events, programs, meetings, and community activities.
- Occasional work outside of normal business hours may be required based on organizational needs.

Work Environment

- Family-friendly, mission-driven workplace
- Supportive, team-based structure with ongoing mentorship and supervision

Compensation & Benefits

Salary Range: \$50,000-\$60,000 annually

Employment Type: Full-Time | Non-Exempt | Benefits Eligible

The CRC offers a comprehensive benefits package, including:

- 100% Employer-Paid Health Coverage (medical and dental)
- Generous paid time off (vacation, sick, holidays)
- Professional development opportunities
- Additional benefits may include professional development opportunities and a supportive, mission-driven work environment
- Retirement Savings Plan: 401(k) with a 3% employer match

To Apply:

Email a cover letter and resume to hr@crcny.org with the subject line:

Title Application – [Your Name]

Applications will be reviewed on a rolling basis.

