COMMUNITY CENTER OF NORTHERN WESTCHESTER

Job Posting: Bilingual Program Coordinator (Community Studio)

- **Location:** Katonah / Northern Westchester, NY
- **Position Type:** Non-Exempt, Part-Time (~32 hours per week)
- **Schedule:** Tuesday–Friday, 10:00 AM – 4:00 PM | Saturday, 10:00 AM – 1:00 PM *(Requires occasional flexibility for evening/weekend programs)*
- **Compensation:** $30.00 – $35.00 per hour *(Commensurate with experience)*
- **Benefits:** Health insurance, dental, vision, retirement plan, and paid vacation
- **Reports To:** Studio Program Manager

About Us

The Community Center of Northern Westchester (CCNW) (CCNW) improves the well-being and self-sufficiency of neighbors in need by providing food, clothing, programs, and resources. Guided by our core values of compassion, inclusion, resourcefulness, dependability, and collaboration, we treat every individual with dignity and respect while fostering active participation across the communities we serve.

Position Overview

The **Program Coordinator** plays a vital role in advancing our mission by supporting educational and job-skills training programs at CCNW. This hands-on position enhances the employment and entrepreneurial pathways of our clientele, helping them build sustainable skills and overcome food insecurity. You will bridge classroom instruction, day-to-day administration, and retail operations while serving as a warm, bilingual ambassador for our community.

Key Responsibilities

Reporting to the Studio Program Manager, you will assist in the planning, coordination, and delivery of Community Studio initiatives:

EDUCATIONAL PROGRAM SUPPORT

- Coordinate the setup and day-to-day execution of established workshops, and assist in launching new skill-building classes at the Studio and CCNW classroom.
- Build encouraging relationships with participants and conduct proactive outreach to maximize attendance, engagement, and retention.
- Partner effectively with course instructors, guest teachers, and volunteers.
- Provide English/Spanish translation for instruction, outreach materials, and classroom activities as needed.
- Conduct post-course follow-ups with participants to track long-term growth and program impact.

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COMMUNITY ENGAGEMENT & STUDIO OPERATIONS

- Manage day-to-day operations of the Community Studio retail space, including customer service and Square POS transactions.
- Represent CCNW at community tabling events, promote classes, and showcase goods crafted by local "Makers."
- Serve as a welcoming ambassador of CCNW's mission to customers, donors, volunteers, and community partners.

ADMINISTRATION & DATA

- Maintain accurate participant registrations, attendance logs, and database updates.
- Collect and compile outcomes data, including pre/post-course evaluations, participant testimonials, and impact photos.
- Handle daily sales reconciliation for Studio transactions and submit Maker invoices for payment.

Required Qualifications

- **Language Fluency:** Bilingual proficiency in English and Spanish.
- **Cultural Competence & Empathy:** Deep commitment to a culture of care centered on human dignity, growth, and empowerment.
- **Hands-On & Collaborative:** Proactive, resourceful team player willing to roll up your sleeves for everything from basic logistics to creative workshops.
- **Communication:** Warm, confident communicator able to connect with diverse participants, volunteers, and retail shoppers.
- **Tech & Data Proficiency:** Strong command of MS Office Suite, and comfortable navigating databases/cloud software.
- **Physical Requirements:** Ability to stand, walk, and bend actively throughout the day, and occasionally lift up to 30 pounds.

Preferred Qualifications

- Familiarity with Adobe Creative Suite or Canva, and Square (or similar POS systems).
- Interest in creative fields (fashion, upcycling, handcrafts, or small-product development).
- Prior experience in a grassroots or community-based nonprofit setting.

To Apply

CCNW is an equal opportunity employer. If you want to join a dedicated, caring, and creative team helping improve neighbors' lives, please send your **cover letter and resume to cmurray@communitycenternw.org**.

Learn more about our programs at **www.communitycenternw.org**.