



Program Coordinator (Temporary - July 1st to June 30th, 2026)

Classification: Full-time (35 hours/week); Non-Exempt)

Salary: \$53,000 – \$56,000

Reports to: Community Resources Director (later transitioning to the Director of Adult & Immigrant Services)

Overview:

We're seeking a detail-oriented and community-driven Program Coordinator to support our NYC Benefits childcare initiative. This role focuses on helping families navigate the NYC public school enrollment process by providing outreach, direct support, and valuable resources. You'll engage with families, participate in community events, track data, and serve as a liaison between families and the school system.

Key Responsibilities:

- **Community Outreach:**
 - Plan and participate in outreach strategies such as school fairs and community events; build partnerships with local organizations to reach underserved families.
 - Serve as a key point of contact for families, answering questions and providing guidance on the public-school enrollment process.
- **Enrollment Support:**
 - Manage the full enrollment cycle, from guiding families through the application process to collecting and verifying necessary documentation, ensuring application completion.
 - Coordinate with Resource Navigators, Counselors, and other departments to ensure that resources are shared and families receive the support they need.
- **Data Management:**
 - Maintain detailed records of all outreach activities and case management information, ensuring that all information is accurately tracked and updated in a timely manner.
 - Analyze data to identify trends, successes, and areas of improvement in the outreach and enrollment processes.
- **Process Improvement:**
 - Attend all training courses, stay informed on policy changes, and refine outreach strategies and/or enrollment processes as needed.

Qualifications:

- Bachelor's degree in a related field preferred.
- 2+ years in program coordination, outreach, or school enrollment.
- Strong communication, organizational, and tech skills (Microsoft Office, Google Sheets, etc.).
- Must have the ability to work independently, be self-sufficient and have problem-solving skills.
- Bilingual required (Spanish highly preferred).

- Experience of working with families and familiarity with NYC public school enrollment a plus.

Additional Information:

- Flexibility to work evenings and weekends as needed for outreach events.
- Flexibility to adapt to evolving needs and priorities as the program develops.

How to Apply: Send cover letter and resume to hespinal@scsny.org. -Please indicate "Program Coordinator" in the email subject line.

All positions at **Sunnyside Community Services** are filled without regard to race/color, religion/creed, national origin, age, sex/gender, sexual orientation, gender identity or expression, disability, pregnancy-related condition or lactation, military/veteran status, marital status, familial status, caregiver status, sexual or reproductive health decisions, height, weight, status as a victim of domestic violence/stalking/sex offenses, predisposing genetic characteristic, immigration or citizenship status, prior arrest or conviction record, credit history, salary history, unemployment status, pre-employment marijuana testing, union affiliation/activity, or for reporting or opposing discrimination on these bases or for reporting or opposing violations of workplace health and safety, pay equity or practices, or for participating in any internal or any legally protected status listed in the New York City Human Rights Law (NYCHRL). All are encouraged to apply.

Sunnyside Community Services strives to address, explore, and educate all our stakeholders about the diversity of human experience and to advance and integrate racial equity and social justice into all organizational policies and programs. We believe that everyone, regardless of who they are or what they do for the organization, should feel equally involved and supported.

Sunnyside Community Services represents a commitment to considering the whole person and how systemic barriers and access to opportunities can affect their well-being.

For more information about **Sunnyside Community Services**, please visit the website at www.scsny.org

Equal Opportunity/Affirmative Action Employee

Commented [JM1]: Do you want to screen resumes directly? I'm not sure HR is always best positioned, but I needed the support so asked them to do it.

Commented [GU2R1]: yes sure i can take that on