



TITLE: Youth Engagement Coordinator
EMPLOYEE CATEGORY: Regular, Full-time
PAY BASIS: Salary
REPORTS TO: Assistant Director of Education / Youth Engagement
SCHEDULE: Monday - Friday,
Occasional evening and weekend hours required

About New 42

A midtown Manhattan cultural organization, New 42's mission is to make extraordinary performing arts and cultural engagement part of everyone's life from the earliest years onwards. We do this work through the New Victory Theater (New York City's premier theater for kids and families) and New 42 Studios ("Broadway's secret laboratory").

Position Summary

The Youth Engagement Coordinator will be primarily responsible for college support and connecting with CUNY for the New 42 Youth Corps programs. Along with the Assistant Director of Education / Youth Engagement, they coordinate the Youth Engagement (YE) team for all recruitment activities. They also manage payroll and budget systems for the Education department.

Primary Responsibilities Include:

Youth Engagement

- Support Assistant Director of Education/Youth Engagement with all program recruitment including: scheduling, communicating, tracking
- Maintain HR docs and program manuals in conjunction with the Youth Engagement team
- Maintain communication with CUNY and CUNYArts
- Work as a team with the Youth Engagement staff to plan and facilitate workshops designed to support the Youth Corps participants in their jobs, goals, and college success

College Support

- Stay up to date on best practices in College Success and College Access
- Maintain knowledge of CUNY and financial aid processes
- Meet regularly with College Corps participants to assist and advise them in meeting CUNY requirements
- Help College Corps Ushers with the CUNY transfer system
- Regularly check enrollment and credits for current College Corps members
- Participate in planning and facilitating all workshops focused on college success or navigating college in conjunction with the Assistant Director of Education/Youth Engagement and Youth Engagement team

Emerging Professionals Support

- Schedule and attend fellowship training and activities
- Assist the Assistant Director of Education/Youth Engagement in placing College Corps Ushers in internship opportunities
- Assist Fellows in their search for and attendance of industry conferences and professional development opportunities
- Assist the Assistant Director of Education/Youth Engagement in planning special events and alumni engagement

Departmental Finance and Budgeting

- Manage payroll for all Youth Corps participants in conjunction with the Assistant Director of Education/Youth Engagement and Senior Associate House Manager / Youth Engagement
- Administer Education department accounting systems to include: income and expense, purchase orders, petty cash, expense reports, report regularly to Directors of Education
- Coordinate show close-outs, season close and outstanding payments with Education Ticketing Manager and Senior Education Programs Associate

Additional

- Engage in Equity, Diversity and Inclusion activities and trainings
- Act as mentor within Youth Engagement programs and collaborate with school and family Engagement teams for varied projects and initiatives
- Additional duties as assigned

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

New 42 is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind: New 42 is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, predisposition or carrier status, disability, age, military or veteran status, or any other status protected by applicable law. New 42 is committed to anti-oppressive practices in all departmental business processes; we aim to prioritize and advance as an anti-racist and anti-oppressive organization.

To Apply

For consideration, please e-mail your cover letter and resume to education.hr@new42.org Please indicate "Youth Engagement Coordinator" in the subject line.