



JOB DESCRIPTION
EDUCATION ASSOCIATE

New York City Mission Society helps children, youth, and families in New York City's poorest neighborhoods transcend the ills of poverty and create a cycle of success for generations to come. We have a dynamic portfolio of education, workforce development, prevention, and youth development and community-building programs.

POSITION: Education Associate

SITE: Minisink Townhouse: 646 Malcolm X Blvd. @ 142nd Street, New York, NY 10037

HOURS: Full time (35 Hours/Week), Monday-Friday, 10 am – 6 pm

DESCRIPTION:

NYC Mission Society seeks an educator to support our portfolio of after-school and summer programs. The Education Associate will provide support with curriculum development and staff training for all NYC Mission Society's educational programs, and will collaborate with all staff to ensure the highest quality of programming.

PRINCIPAL RESPONSIBILITIES:

- Collaborate with the Senior Director of Education and Program Development to create curricular materials and programming for after-school and summer programming, including the development of a social-emotional learning curriculum for students in Kindergarten-5th grade
- Ensure that curricula used are in accordance with state standards for education and demonstrate adherence to best practices in education
- Provide training for front-line educational staff. Training topics include, but are not limited to, lesson planning, behavior management, and social-emotional learning.
- Observe and evaluate after-school and summer programming at each site, providing on-going coaching to staff members at all sites
- Collaborate with program managers and staff to determine curricular and training needs across sites
- Collaborate with team members to plan participant events
- Revise and tailor curricula and programming to meet the needs of all learners
- Attend professional development sessions as needed to help improve programming at all sites
- Communicate program needs to necessary parties at Mission Society
- Other duties as assigned.

QUALIFICATIONS:

Bachelor's Degree required, concentration in education, social services, or policy preferred. Knowledge of childhood development and curriculum development is required. A minimum of 1 year teaching experience required in a day or after school setting. Experience in program administration including

training and coaching is preferred. Experience in DYCD-funded programs is preferred, but not required. Excellent communication skills and the ability to work collaboratively with program and school staff are required.

SALARY & BENEFITS:

Salary range \$40 - 45K based on experience, qualifications and fit. Comprehensive benefits include medical, dental, long-term disability insurance and vacation, sick and personal time, flexible spending/benefit plans, 403(b) Retirement Plan with Employer Match, TransitChek, and voluntary supplemental insurance options.

APPLY:

Please submit your cover letter, resume, and salary requirements with qualifications that relate to this position, salary requirements to HR@nycmissionsociety.org, or fax to 212-979-5764. **Include in subject line: Education Associate**

Note: No phone calls accepted. Applicants must meet qualifications stated above. Only applicants selected for further consideration will be contacted.

NYC Mission Society is an Equal Opportunity Employer and complies with the requirements of the Americans with Disabilities Act. We encourage all qualified individuals to apply.