



## Project Coordinator

### **Overview:**

The NYC Leadership Academy (NYCLA) is a nationally-recognized 501(c)(3) nonprofit organization with a clear vision: to support greater academic success for students across the nation – especially the most vulnerable – through high-quality school leadership. We are firmly committed to preparing and supporting educational leaders so they can catalyze and sustain effective change across their organizations that leads to equitable outcomes for all students. We do this by building the capacity of education systems across the country to develop and support their own leaders and bringing a standards-based and social justice-rooted approach to leadership development. Since 2003, more than 150 school districts, state departments of education, universities, and nonprofits in 33 states have collaborated with NYCLA to prepare and support leaders who can transform schools and ensure all students have access to effective instruction and are nurtured socially, emotionally and academically.

### **Summary:**

The Project Coordinator reports to the Director of Leadership Development and is responsible for project logistics, organization and flow of information including but not limited to administrative tasks, project documentation, plans, reports and scheduling as well as the maintenance of the data base and collateral materials. NYCLA practitioners and leaders are committed to racial equity and social justice. All members of this organization are expected to ensure that our practices and programs guide and support leaders in transforming schools into places where all students are provided with a quality education, regardless of factors such as race.

### **Responsibilities:**

- Works closely with the Director (Project Manager) to ensure the project's success
- Acts as an internal project manager, keeping related processes running smoothly
- Has a deep understanding of the project
- Maintains precise timekeeping reports
- Arranges travel and monitors expenses
- Accurately creates all relevant materials
- Schedules and maintains calendars
- Synthesizes information for documentation

## Required Qualifications:

- Bachelor's degree
- Proficiency with Microsoft Office
- Familiarity with Data Base Management
- A minimum of 2 years work experience in a team environment preferably in education/consulting or project management
- Demonstrable problem solving skills
- Exemplary communication skills
- Ability to travel

## Salary & Benefits:

The NYC Leadership Academy offers a competitive salary, commensurate with experience and comprehensive benefits including a generous paid time off (29 days) package and an employer funded health/dental/vision plans.

## Location:

The NYC Leadership Academy is conveniently located in Long Island City, Queens. Long Island City is located only minutes outside of Manhattan and is easily accessible via four subway lines (7, E, G, & M), the Long Island Rail Road, numerous bus lines and a ferry landing at Queens West providing service to Midtown, Lower Manhattan and Brooklyn.

## Application Instructions:

Qualified candidates may apply by emailing their resume, cover letter with salary requirements and all other applicable information to NYCLA [jobs@nycleadershipacademy.org](mailto:jobs@nycleadershipacademy.org) with (job title (candidate name)) in the subject line.

NYC Leadership Academy is an Equal Opportunity Employer  
*We strongly believe that diversity within our staff contributes to our team's effectiveness to our overall success.*