



YouthBridge-NY Development & Program Associate Position

The Organization:

YouthBridge-NY is a nonprofit leadership development organization that convenes and trains young people to meet the challenges of an extremely diverse New York City. Housed in the Intergroup Relations Department of the Jewish Community Relations Council of NY, YouthBridge-NY is a two-year Fellowship which aims to prepare over 55 diverse high school students annually to be the future leaders of New York City. More information and program specifics can be found at www.youthbridgeny.org.

The Position:

YouthBridge-NY seeks a Development/Program Associate to be part of a dynamic team working to train future leaders of New York City. This is a great opportunity to engage in fundraising, program implementation, and strategic planning for a growing organization. This position is full-time and based out of the midtown offices of YouthBridge-NY/JCRC-NY.

Responsibilities:

- Work with the staff and consultants to conduct program evaluations annually.
- Develop written reports based on results/learning and work with staff and board to implement recommendations into future programming.
- Help research and cultivate sustainable funding through grants and corporate partnerships.
- Monitor budget, income and expense reporting, send thank you notes, and keep accurate and detailed records of trends.
- Create marketing materials such as invitations, one-pagers, and promotional packages.
- Help maintain and drive social media efforts in order to increase donations and awareness
- Staff teen committees and workshops; attend occasional evening meetings, coordinate with trainers on curriculum and necessary resources; communicate with teens on attendance and assignment completion; manage completion of final committee projects.
- Help manage major development and networking events.
- Engage in other programmatic aspects of the agency as identified and needed by Director.

Experience:

- This person should have 2-3 years working experience. Bachelor's degree preferred. Master's degree is a plus.
- Experience working on grant-writing and responding to RFPs is a plus.
- This person must be interested in working directly with youth.
- Public speaking experience and the ability to communicate in a friendly, poised, and persuasive manner. Energetic, positive, and personable.

References will be required.