

The Center for Inclusive Growth

New Haven, CT

Role: Programs & Community Engagement Coordinator

About:

The Center for Inclusive Growth has begun hiring its inaugural team! The Center, located on beautiful Audubon St. in downtown New Haven, is a historic partnership between the City of New Haven and Yale University. Its purpose is to develop and implement strategies to ensure that economic growth in the city benefits all residents. The Center's initiatives will address issues such as urban development, local sourcing and hiring, startup support, small business and nonprofit development, affordable housing, and green energy.

The Center is seeking a highly qualified, internally motivated, and detail-oriented individual to take on the role of Program and Community Engagement Coordinator. This key role is essential to the success of the Center's programs and community initiatives.

The Programs and Community Engagement Coordinator at the Center for Inclusive Growth is responsible for coordinating and executing the organization's programs, ensuring they meet specifications, budgets, and timelines. The Coordinator maintain consistent communication with stakeholders, arrange meetings, confirm schedules, and address concerns to support smooth program operations. Additionally, the Coordinator will be responsible for reporting issues or concerns to the Associate or Executive Director and offer solutions to any obstacles, proactively ensuring timely delivery of programs.

This role involves managing clerical tasks and provides support for both program and office operations. The ideal candidate will possess strong organizational, communication, and interpersonal skills, fostering a welcoming environment that emphasizes diversity, equity, and inclusion while maintaining program efficiency through strong organizational, communication, and interpersonal skills.

Duties and Responsibilities:

- Coordinates the execution of the organization's programs, ensuring they are completed according to their specifications, budgets, and timelines.

- Coordinate and attend meetings and programs hosted by the Associate Director; providing support before, during, and after the meetings and programs.
- Take proactive measures to minimize delays and ensure timely delivery of programs.
- Regularly communicates with stakeholders and service recipients to arrange meetings, confirm program schedules, and address any concerns.
- Maintain consistent communication with stakeholders regarding program status and updates.
- Reports any stakeholder concerns or potential issues to the Associate Director or Executive Director, offering recommendations for resolution.
- Anticipate potential obstacles to program delivery and develop alternate solutions to ensure successful outcomes.
- Provides high-level administrative support and assistance to the Executive Director, including reports, and other documents as needed,
- Manage clerical tasks such as scheduling meetings, attending them with the Associate and Executive Directors when appropriate, taking notes, and recording minutes.
- Review incoming communications, assess their importance, and distribute them to the Executive Director as appropriate.
- Performs office-related tasks, including maintaining records, ordering supplies, paying bills, and other related duties to ensure smooth office operations.
- Assist the Executive Director in both operational and strategic aspects of the Center's functioning, ensuring seamless integration of programs and administrative efforts.
- Performs additional duties as assigned to support the overall mission and operations of the organization.

Required Skills and Abilities:

- Exceptional organizational skills with a strong attention to detail, ensuring accuracy and efficiency in all tasks.
- Excellent verbal and written communication skills, essential for clear and effective interaction with colleagues, clients, and stakeholders.
- Exceptional interpersonal skills and a friendly, compassionate demeanor, enabling the building and maintaining of strong relationships with partners, donors, and community members.
- Strong time management skills with a proven ability to meet deadlines, even in a high-paced environment.
- Strong analytical skills paired with the ability to solve problems effectively, anticipating challenges and creating solutions.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems, ensuring smooth and efficient office operations.
- Ability to function well in a fast-paced and potentially stressful environment, maintaining composure and efficiency under pressure.
- In-depth understanding of the organization's field, including current trends, challenges, and opportunities.
- Knowledge of relevant regulations and compliance requirements for program management, ensuring that all activities align with legal standards.

- Proficient with Microsoft Office Suite or related software.
- Strong commitment to the organization's mission and values, with a dedication to promoting inclusive economic and equitable growth.
- Deep understanding and appreciation of diversity, equity, and inclusion practices and principles, and the ability to integrate these into program activities and organizational culture.

Education and Experience:

- Bachelor's degree in Business Administration, Public Administration, Nonprofit Management, or a related field is required. Will consider an equivalent combination of relevant education and experience.
- Experience in an administrative or program coordination role is required, preferably within a non-profit or mission-driven organization.
- Proven experience in program coordination or project management, including working with budgets, timelines, and multiple stakeholders.
- Proven experience with providing executive-level administrative support, including scheduling, communication management, and office administration.

Working Conditions:

- Work is typically performed in an office setting but will travel outside the office for the execution of programs and outreach events in the community.
- This position can work a hybrid schedule with at least three days a week in the office.
- Typical work days in the office can include sitting, standing, lifting/carrying up to 50 pounds, driving, or climbing stairs.
- The employee in this position will likely not have exposure to clients with potentially communicable diseases.
- Per OSHA Standards, this position is classified as Category 2. This employee will not complete tasks routinely where they will be exposed to blood borne pathogens.

Equal Employment Opportunity Statement:

Center for Inclusive Growth provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.