

**IGNITE New York City Program Coordinator - Part Time Contractor****Position Description**

IGNITE is looking to contract with a Part Time Program Coordinator to accomplish the following deliverables:

- Planning, administration and delivery of our New York Regional College Council
- Coach and work with college leaders to start and sustain student-led clubs on college campuses
- Planning, administration and delivery of our Boards and Commission Boot Camps

*College Council Programming*

- Develop an outreach and recruitment plan to recruit college women to join the college council - leverage existing relationships to share IGNITE resources with the greater community
- Lead college council programming in New York City with 30-50 students from at least 8 universities across the region throughout the academic year
- Plan, lead and execute three meetings - solicit and secure speakers, trainers; manage logistics for space and food
- Build working relationships with college leaders
- Maintain online community (IGNITE in NY facebook group) - post events and opportunities

*College Programs*

- Recruit 100+ college women across 8 college campuses
- Empower and coach college leaders to launch and sustain College Chapters at their prospective campus (i.e. identifying an advisor, two student campus leaders and becoming recognized on campus)
- Visit college chapters at least once a year to ensure program delivery

*Boards and Commission Boot Camps*

- Recruit IGNITE alumni and participants to apply for public Boards and Commissions
- Lead 4 board and commission boot camps where these young women are trained
- Plan, lead, deliver and execute - solicit and secure speakers; manage logistics for space and food
- Coordinate field trips to boards and commission meetings

**Qualifications**

- Bachelor's degree or equivalent experience preferred, degree in sales, marketing, communications, nonprofit management, education or related field a plus
- Three (3) years of experience working with college women
- Team player, able to work well across the organization on complex issues
- Proven grassroots community organizing experience
- Measurable success in relationship building
- Strong project management skills with prior experience managing complex and/or multifaceted programs with measurable successes and program growth
- Strong communication, administration, organization, coordination and analytical skills essential
- Ability to build and sustain mutually beneficial relationships with multiple, diverse constituents
- Excellent verbal, interpersonal and written communication skills
- Computer literate, fully proficient with MS Office suite, above average knowledge and proficiency with social media applications (Facebook, Twitter, Instagram) a plus
- An affinity for working with a culturally and politically diverse community
- Ability to physically bend, push, stand and walk; must be able upon occasion to move or lift approximately 25 pounds

This is short-term contract position for .5-.75 FTE from January - July. Please send our Chief Program Officer, Sara Guillermo, your resume and cover letter detailing your grassroots organizing experience and ability to build relationships with a diverse group of stakeholders.

**About IGNITE**

IGNITE is a national, non-partisan 501c3 that is building a movement of young women who are ready and eager to become the next generation of political leaders. We offer civic education, exposure to elected women, hands on training and work opportunities, and a peer network of women who support each other's aspirations.

**IGNITE Structure**

IGNITE has a national office (located in Oakland, CA) that is responsible for:

- Developing and codifying IGNITE programs, packaging them and making them digitally available.
- Developing a national communications calendar (including social media) and writing all communications.
- Developing national partnerships.
- Working in partnership with staff to prepare individual, foundation and corporate proposals.
- Working in partnership with staff to raise individual contributions from supporters across the US.
- Securing corporate sponsorships to support national-scale work.
- Developing annual budgets and managing all agency resources.

Our California office is co-located with the national office and IGNITE staff collaborate across the country. So while this position reports to the Chief Program Officer, she will need to maintain positive, collaborative relationships with staff in other parts of the country. The Program Coordinator will serve on the Programs Team and work in conjunction with state and national staff to advance IGNITE's mission.