



BACKGROUND

Since 1877, The Fresh Air Fund has unlocked the limitless potential of more than 1.8 million New York City children from low-income communities. Each year, thousands of children experience outdoor summer adventures through visits with volunteer host families along the East Coast and Southern Canada and at The Fund's camps in upstate New York. Fresh Air children also participate in year-round leadership and educational programs. The Fresh Air Fund is an independent not-for-profit agency.

The Fresh Air Fund seeks a Project Coordinator to join the Community Outreach team!

Community Outreach, Partnerships & Support Services:

The Community Outreach, Partnerships & Supportive Services (COSS) department is integral to the outreach to and engagement of community partners and New York City families on behalf of The Fresh Air Fund. COSS cultivates and strengthens relationships with community-based partners to introduce FAF and our programs to their constituents, create program partnerships, and enroll children into FAF summer programs. In addition, COSS works to cultivate partnerships with community-based providers to create a referral network through which we help support the needs of FAF participants. Supporting the well-being of all FAF children, COSS works with families, schools, and organizational partners to ensure FAF participants with special needs are connected to community resources.

FUNCTION OF ROLE

The COSS Project Coordinator is a detail oriented, organized, and proactive individual with excellent customer service skills. S/he serves as an integral member of the COSS team working on a series of projects including child application processing. The COSS Project Coordinator works closely with the Director of Community Outreach, Partnerships & Support Services, the Director of Support Services & Child Recruitment, and the Community Outreach team to ensure the seamless and timely processing of child applications.

RESPONSIBILITIES

The COSS Project Coordinator will be responsible for, but not limited to the following projects:

Coordinate Child Application Intake

- Coordinate the child application intake process inclusive of data entry, scanning, and filing of each application and all supporting and supplemental documentation.
- Ensure accurate and timely entry of application information into CRM.
- Recruit, interview, select, orient, train and supervise team of seasonal staff dedicated to the application input function.
- Set daily application processing objectives for seasonal staff.
- Work closely with Director of COSS and Director of Support Services & Child Recruitment to establish and review seasonal staff schedules, manage and balance workloads, and assess performance in an effort to maximize productivity and minimize process backlogs.
- Produce application reports.
- Ensure that all child and family information is maintained in such a manner as to protect personal information and maintain privacy.
- Create and update Child Application Intake Manual.

COSS Project Coordinator (continued)

Child Application Tools & Policy Development

- Work with the COSS Team to create, edit and revise both new and existing application materials, processing policies, and guidelines.

Department Capacity

Provide support to the COSS Team including, but not limited to:

- * Prepare files for transport to applicable program sites as needed.
- * Ensure that all child and child-related documents are properly maintained.
- * Process post-summer program evaluations.
- * Assist COSS Managers and Directors on a variety of aspects associated with the execution of the Annual Agency Partner Meetings.
- * Serve as liaison between COSS and career development programs for seasonal hiring.

Other Responsibilities

- Serve as a back-up front desk receptionist.
- Other duties as determined.

REQUIRED SKILLS

- Outstanding communication skills (written and verbal)
- Highly developed organizational skills and attention to detail
- Ability to quickly learn new software
- Strong computer skills a must
- Customer service experience
- Patient and friendly, and high degree of professionalism
- BA preferred
- Bilingual and fluency in languages other than English a plus (Spanish, Mandarin, or ASL preferred)

Interested candidates must submit cover letter and resume to apply@freshair.org indicating COSS Project Coordinator in the subject line. Incomplete submissions will not be considered.

NO CALLS PLEASE

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.