OPEN POSITION FOR PROGRAM & OUTREACH COORDINATOR

TO APPLY, SEND YOUR RESUME AND COVER LETTER TO INFO@LAALNYC.ORG

ABOUT LAAL NYC:

Laal is looking for dedicated leaders to join our growing team. At Laal we provide resources to Bengali women in the Bronx so that they can live healthy, engaged, and joyful lives. In Bangla, laal means red. Laal symbolizes many things: the mark of menstruation; the red altha with which Bengali women adorn themselves; the red saree Bengali women wear on their wedding day; the red bindi that Bengali women are famous for; and of course, the red sun in the center of the Bangladeshi flag. We chose this as our name because it serves as a reminder of the strength and resilience of Bengali women.

Laal is a 501(c)3 nonprofit organization dedicated to the well-being and movement building of Bengali/Bangladeshi womxn from the Bronx. To date, we have held over 345 womxn-led workshops, gathered over 200 active members, and assisted over 2,800 individuals in obtaining food and other resources during the COVID-19 pandemic. Laal envisions Bangladeshi womxn breaking generational cycles of poverty and trauma, advocating for change, and building sustainable, joyful communities.

For more information about Laal, please visit www.laalnyc.org.

ROLES AND RESPONSIBILITIES:

- Responsible for researching, planning, developing, and implementing Laal’s programs.

- Initiating and setting goals for programs according to the strategic objectives of Laal. Planning the programs from start to completion involving deadlines, milestones, processes, and measuring impact.
• Planning and developing budgets, and working with the Director of Finance and fiscal staff to ensure that collection of payment from funding sources is current. Monitoring fiscal expenses and analyzing fiscal reports on a monthly basis.

• Recruiting, hiring, and overseeing training and orientation of all program staff members. Supervising center staff and filling in for absent staff as needed.

• Supervising all program and project managers to provide feedback and resolve complex problems. Hold monthly/bi-weekly supervision meetings with staff supervised.

• Devising evaluation strategies to monitor performance and determine the need for improvements.

• Administering personnel policies and procedures under the guidance of Laal's Employee Handbook.

• Ensuring program operations and activities adhere to legal guidelines and internal policies.

• Possessing strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth.

• Experience having worked with a high-performance, collaborative, constructive peer group.

• Maintaining and supervising the use of equipment, supplies, and facilities.

• Attending community, coalition, government agency, and staff meetings as designated.

• Developing regular communication with contract managers for programs supervised and acting as liaison with funding sources.

• Ensuring all programs meet contractual goals and reporting requirements.
• Preparing proposals for the development, expansion, and continuation of programs in coordination with the Development team and ED.

• Participating in, and encouraging staff to become involved in, agency events.

• Acting as liaison with the community and developing genuine partnerships with Laal’s community partners and advocates.

• Performing additional duties as assigned by ED.

**REQUIREMENTS:**

• Bachelor’s degree in a relevant or related field.

• At least 3 years of Nonprofit Programs experience.

• Proficient in using technology as a management reporting tool and for program management.

• Strong project management and organizational skills with the ability to collaborate effectively with diverse groups of people with measurable outcomes.

• Excellent verbal and written communication skills with exceptional attention to detail.

• Personal qualities of integrity, credibility, and a commitment to and passion for Laal's mission.

• Action-oriented, entrepreneurial, and adaptable.

• Ability to thrive in a fast-paced environment.

• Ability to work quickly, juggle multiple projects, thrive under time pressure, and adapt to evolving circumstances.

• Confidence to take the initiative and make decisions proactively.
• Strong people skills, emotional intelligence, and ability to work well with Others.

• Outstanding interpersonal communication skills (written and oral).

• A social, extroverted, charismatic organizer who brings enthusiasm, creativity, patience, good judgment, and flexibility to their work.

• Excellent organizational skills, with high accuracy and attention to detail.

• Commitment to the highest standards of integrity.

• Must be proficient in using social media platforms such as Facebook, Twitter, and Instagram.

• Clean motor vehicles and background checks are required for successful candidates.

• Must be comfortable with being in frequent contact with Laal’s students.

• **Bangla language fluency is required, Syhleti and/or Shuddo dialects.**

• **Must be Bronx based.**

**PAYMENT:**

The Programs and Outreach Coordinator Position is part-time for 20-25 hours a week at $26 - $30/hr depending on experience. The position will run from January 2023 to June 2023 with the potential to continue full-time in August 2023.