

SONYC-Education Specialist

ORGANIZATION: YWCA of Queens

POSITION: Part-Time, non-exempt (10 hours per week)
Monday – Friday, 3:00PM – 6:00PM

LOCATION: Jamaica, Queens, New York

Founded in 1978, the YWCA of Queens (YWCA) is a leading nonprofit recognized for providing innovative and measurable improvements for individuals and families in Queens. Under the broader mission of eliminating racism and empowering women, our focus is to empower the community through educational opportunities, skills and resource attainment in our main program areas: Pre-GED and GED, Adult Literacy, Women to Work, Afterschool, Social Services and arts and culture programs. With 2 sites in Flushing and Jamaica, the majority of our students and members are immigrants who need culturally accommodating and language appropriate services.

EXPECTATIONS:

Reporting to the SONYC Program Director, the Education Specialist is responsible for driving instruction during afterschool program for middle school students (grades 6-8) at a NYCDOE school in Jamaica, Queens. One of the DYCD funded SONYC programs at a NYCDOE school, the program features physical activities, STEAM and other activities that encourage exploration and growth. The Education Specialist will work directly with Activity Specialists, Group Leaders and Youth Workers to develop a robust STEM based curriculum. The ideal candidate is responsible, doesn't just get things done but finds ways to make it better, has ability to manage staff, budget and contracts effectively.

RESPONSIBILITIES:

- In collaboration with the SONYC Program Director, The Education Specialist implements high quality lesson plan frameworks that align activity curriculums with workscope themes, Social emotional learning and Project Based Learning.
- Keeps curriculum aligned to school day content, participant interest, organizational/program goals and the YWCA's mission.
- Interact with students, parents, SONYC and school staff to identify student's academic and social emotional needs and derive strategies that support the Great Schools Framework.

- Assists the program's instructional staff by providing materials and resources to ensure the delivery of content and attainment of outcomes as well as sharing best practices for successful implementation of selected curricula
- Facilitate staff coaching sessions to review curriculum materials and ensure understanding of content to maximize outcomes.
- Assist instructional staff with lesson planning
- Conduct workshops, classroom observations, staff meetings, and staff development sessions to build staff teaching skills.
- Work with program staff to monitor and support participants with their academic growth and development
- Attend regular staff meetings, trainings and workshops as needed

QUALIFICATIONS:

- Bachelor's degree in Education required. Master's degree preferred
- 3-4 years of experience working with youth from diverse backgrounds, preferably in afterschool settings.
- Experience in lesson-planning, project based learning, curriculum planning and use is highly preferred.
- Significant practical experience in areas such as Social Emotional Learning/Youth Development, Science, Technology, Engineering, Arts (Visual/Performing) or Math instruction/curriculum development for school aged audiences is a plus.
- Skilled in identifying problems and brainstorming potential solutions.
- Knowledge and comprehension of NYS Department of Education Learning Standards (including Common Core Learning Standards) is preferred.
- Significant leadership experience in instructional planning/curriculum development may satisfy educational requirements
- Solid training and facilitation skills , preferably possessing various skill sets
- A team player with demonstrated commitment to working with inner-city youth and young adults
- Microsoft Office Suite including Word, Excel, and PowerPoint required.
- Strong strategic, analytical, communication, and interpersonal skills
- Willingness roll up sleeves and get to the bottom of things; to approach challenges with a good attitude and with a sense of humor.

If interested in this position, please send a cover letter, and resume to Rhashan Kendrick at rkendrick@ywcaqueens.org.