



Program Associate Job Description

Project Morry is a comprehensive, year-round youth development organization dedicated to empowering children from under-resourced communities to create a positive future. Our ten-year commitment to each child closes the opportunity gap through a combination of academic enrichment and support, leadership development and an exceptional summer camp experience.

Project Morry is committed to working intentionally with all stakeholders on racial equity and all forms of identity inclusion. We believe this work is necessary for our youth, families, staff, donors and board in order to do the most impactful work. Education and social justice are the umbrella that covers and spans over all that we do and a lens we use in making program decisions.

Project Morry changes outcomes for students from the tri-state area by improving opportunities through proven programs: 98% of Project Morry students graduate from high school on time, 85% attend college and 91% of those who attend college graduate. In addition to their academic success, Project Morry students exemplify our principles of teamwork, positive core values, volunteerism, and personal responsibility. They are leaders at school and in their communities.

Position

The Program Associate is responsible for supporting the Project Morry's school year and summer programs. Responsibilities include creating and implementing efficient systems for communication with families, new student recruitment and registration, data entry and database management, summer and school year programming, and community partnerships. The Program Associate role will directly support the program team as well as the Associate Director of School Year and Summer Programs.

School Year Program Support

- Track meeting attendance and support follow up with families
- Support virtual and in-person school year meeting preparation and facilitation. Attend meetings as needed
- Manage book ordering for distribution at school year meetings
- Manage school year meetings calendar including coordination of dates, spaces, transportation, and communication with families.
- Support in school year meetings and program initiatives as needed

Summer Programs and New Campers

- Manage new camper registration process including tracking, follow ups, and data entry on applications, forms, and new family information mailings
- Support Associate Director in recruitment of new campers and coordination with community partners
- Work with Program team to coordinate new parent meetings in each of our partnering communities as well as the New Family Open House event
- Manage annual camp outreach and registration for existing participants and families including tracking, follow ups, and data entry
- Act as on-site Camp Office Manager
 - Perform administrative tasks such as mail management, daily scheduling support, phone coverage, printing/copying, and program staff admin support
 - Manage parent/camper phone calls for each session
 - Work closely with Associate Director, Executive Director, and Coordinator of Finance and Administration to support summer payroll process
- Liaison to support staff for admin and agency needs
- Act as a key member of the summer leadership team
 - Create a camp culture where both youth and staff feel that the priority is their emotional and physical safety and wellbeing. Create a culture of inclusivity and equity where all identities are acknowledged and celebrated
 - Contribute to efforts of staff retention to help achieve our goals of multi summer employment

Organizational Responsibilities

- Perform accurate and timely data entry of student and family information including but not limited to new student registration, school year attendance, camp forms and documentation, case notes, contact information, enrollment status, etc.
- Create reports on student data for Program and Fund Development teams from program database and in Excel.
- Provide verbal and written Spanish translation for program directors with parents and families as needed. Translate text for emails and other documents.
- Represent Project Morry with all internal and external stakeholders, community partners, families, camp professionals, donors, providing information about programmatic content and impact.
- Attend and support fundraising events.
- Support Board of Directors committee work as needed
- Support and work with the Fund Development and Administrative team as needed

Schedule Requirements

This is a full-time position. Work location is currently hybrid with in person office location at 1 Gateway Plaza, in Port Chester NY.

- Work at least one Saturday each month during the school year to support teenagers' school year programming.
- Available to work some nights each month for evening or late afternoon program meetings
- Able to live/work from June through August on site at Morry's Camp in Glen Spey, NY.

Qualifications and Competencies:

The ideal candidate will have several years of experience working with youth and supervising a team, related training and/or counseling, desirable. With skills and attributes including but not limited to:

- Passionate about serving youth from under-resourced and historically marginalized communities and committed to the mission of Project Morry
- Able to work both independently and as a collaborative team player
- Strong organizational and project management skills. Must be detail oriented.
- Creative and flexible problem solver who takes initiative and operates with a growth mindset
- An energetic and approachable personality with strong interpersonal skills
- Desire for personal and professional growth and development
- Experience with database entry a plus
- **Education:** Bachelor (BA, BS, etc.) preferred
- **Languages:** Verbal and written English and Spanish fluency required
- Valid Driver's license preferred

Project Morry is an equal opportunity employer. People of color, women, people with disabilities, immigrants, veterans, members of the LGBTQ community, and those with lived experiences in the communities we serve are strongly encouraged to apply.

Compensation

Compensation range is \$45K to \$ 50K dependent upon experience.

Project Morry provides 100% Employer Funded medical, dental and vision insurance coverage as well as the opportunity to participate in Flexible Spending, life insurance, and retirement plans.

Employees receive a generous time off package including 12 Paid Holidays, 20 Personal and 8 Sick days as well as additional paid time off for winter break and post camp summer break for staff living at camp.

How to Apply

Please send resume and cover letter to Deb Jones at Deb@ProjectMorry.org. No calls please.