



**Position:** Lead Corridor Coordinator (LCC)

**Start Date:** September 2022

**To Apply:** Submit resume and cover letter to [bright@futuresignite.org](mailto:bright@futuresignite.org)

**About Futures Ignite:**

Founded in 2012 by the Washington Heights Expeditionary Learning School (WHEELS), Futures Ignite (FI) has 10 years of experience investing in New York City's high school students' futures. Using WHEELS as a catalyst for expanding student opportunities for high school and beyond, FI's mission is to amplify youth and community power by inspiring, guiding and advocating for youth to determine their college, career, and leadership futures. FI provides leadership development, postsecondary advisement, and career exposure for students and alumni from the Washington Heights Expeditionary Learning School (WHEELS). Our work with 1,500 WHEELS students and alumni has achieved impressive results, which you can learn more about [here](#).

**About the Lead Corridor Coordinator position:**

Futures Ignite seeks a passionate, effective professional with a minimum of two years of environmental or climate justice, education, or organizing related experience. The Lead Corridor Coordinator (LCC) will report to the Leadership and Enrichment Manager (LEM) and be an essential part of supporting young people and our community to build and sustain the Corridor. The Clean Air Green Corridor is a youth-led initiative supported by [Futures Ignite](#) to empower Black and Brown high school youth to reimagine and reclaim public spaces such as streets and sidewalks. We are working to transform these spaces into hubs for building community power, healing, climate change resilience, and grassroots action in Washington Heights. The Corridor will improve environmental infrastructure while connecting six schools and thousands of community residents to open green space along 182<sup>nd</sup> street. The role of the LCC will be to facilitate youth education and leadership development, while also spearheading efforts to utilize the Corridor as a science learning lab and community hub, while ensuring WHEELS students, families, staff, and neighbors understand, utilize, and join activities on and related to the Corridor.

## **Primary Responsibilities**

### **Clean Air Green Corridor Project Coordination:**

- Spearhead coordination of all Corridor activities and all project management, green infrastructure development, education programs for the Clean Air Green Corridor (Corridor).
- Support LEM to develop and lead a Corridor Advisory Committee.
- Manage Open Street permit, renewal applications, and collaboration with the Department of Transportation (DOT).
- Track and lead collaboration and communication with all Corridor partners, elected officials, and government agencies, including 5 key partners and 15+ project partners.
- Conduct outreach and initiate collaboration with the five other schools along 182nd street.
- Update and monitor annual work plans and ensure work is moving forward smoothly.
- Develop communications materials for partners, neighbors and WHEELS students, staff and families and fact sheets, briefings and other written products to support program implementation.
- Organize and coordinate several key Corridor events throughout the year, including Block Parties, Environmental Science Teach-Ins, and more.
- Coordinate and facilitate youth-driven development of Corridor related campaign(s) and public policy agenda.
- Participate in relevant networks or meetings to advocate for and advance the Corridor.

### **Environmental and Climate Science Education and Outreach:**

- Lead Corridor education efforts, collaborating closely with the LEM, FI program staff, environmental education curriculum consultant, and WHEELS teachers
- Develop and lead Corridor youth leadership development and organizing programming
- Ensure programs are recruiting and reaching a large number of WHEELS students
- Facilitate after school and summer Corridor programming, supporting other full and part time program staff to co-facilitate.
- Collaborate with FI staff and WHEELS Corridor champion
- Manage program measurement and outcomes, in collaboration with LEM and Director of Programs.

### **Desired Qualifications:**

- A team player with a passion for professional growth and for excelling in this field
- Aligned with FI's mission, vision.
- Experience with education or working with young people/adolescents.
- Experienced in initiating and managing projects through to completion with positive results
- Spanish-speaking, bilingual.
- Minimum of two years of environmental or climate justice, education, or organizing related experience.
- Familiar with project management, organizing events, and facilitation.
- Calm under pressure and effectively juggle tasks and deadlines.
- A strong relationship manager and have ability to connect with a range of FI stakeholders including youth, staff, individual and institutional funders, Board Members, and partners.

## Benefits and Compensation

- Salary \$58,000-\$60,000
- Health Insurance (medical, dental, vision)
- Generous PTO, including 20-25 PTO depending on tenure, 12 holidays, 10 safe/sick days and additional bonus days provided annually
- Quiet Summer Fridays (no meetings and half days on Fridays)
- Flex spending and 401(k) accounts
- FI offers a flexible and hybrid working environment. This position will require regular in-person attendance to support fund development and donor cultivation activities at our community storefront location at 344 Audubon Ave., New York, New York 10033, as well as around the corner, at our main school site at WHEELS.

People of color, people with disabilities, veterans and LGBTQ candidates are strongly encouraged to apply. Futures Ignite is committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities. Futures Ignite is an equal opportunity employer and does not discriminate against applicants based on race, religion, color, disability, medical condition, legally protected genetic information, national origin, gender, sexual orientation, marital status, gender identity or expression, sex (including pregnancy, childbirth, or related medical conditions), age, veteran status or other legally protected characteristics.

To apply, please send a resume in Jazz HR along with a cover letter that clearly addresses why you would like to join the Futures Ignite team AND how your experience has prepared you for the challenges of this role. Or you can also email cover letter and resume to [bright@futuresignite.org](mailto:bright@futuresignite.org).