



FRIENDS OF WHEELS

Organization: [Friends of WHEELS](#)

Position: Youth Environmental Leadership Program Coordinator

Full Time Position for Immediate Start

Friends of WHEELS seeks a dynamic, creative and hard-working **Manager of Youth Environmental Leadership Programs**. This exciting and important new position will spearhead the [Clean Air Green Corridor](#) and facilitate youth environmental leadership with students in the Washington Heights Expeditionary Learning School (WHEELS). Facilitate this community-led project with a staff committee, student club, student leadership throughout the preK-12 WHEELS school community and in partnership with core organizational partners. Lead education activities, coordinate a fast-moving, multi-layered youth-led community development project and engage hundreds of community members in the vision for the Corridor.

Primary Responsibilities

Clean Air Green Corridor Project Coordination:

- Serve as the lead ambassador, champion and project manager for youth leadership programs and the Clean Air Green Corridor initiative
- Spearhead and facilitate the overall management of the Corridor initiative with students, staff and community partners
- Create, monitor and communicate a Corridor project work plan and ensure work is moving forward smoothly
- Plan and facilitate bi-weekly Corridor partner meetings
- Cultivate and develop new partnerships, especially with other schools on the corridor, elected officials and other influential public officials and champions
- Represent Friends of WHEELS and WHEELS at Community Board meetings, NYC DEP meetings, City Council meetings and other key convenings
- Serve as the lead partner in our work with WEACT and Hester Street, including:
 - ❖ conducting data analysis, establish a baseline understanding of short, medium and long-term project timeline, parameters, support, and potential challenges **and**

understanding the landscape, including key stakeholders, their priorities and potential contributions

- Develop and implement strategies to engage community members

Youth Leadership Program Development:

- Train 50 WHEELS students as Corridor leaders throughout the year
- Support the decision making and advanced leadership development of a core team of 10 youth Corridor Project Peer Leaders
- Collaborate with Lower Grade, Middle Grade and Upper Grade teachers to include the Corridor and youth leadership in curriculum, especially through Crew
- Together with youth leaders and FOW staff, develop communications collateral about the Corridor's work, including blog posts, videos and op-eds
- Together with FOW staff and WHEELS teachers, help to manage and convene youth-led spaces
- Collaborate with WEACTION, the NY State Climate Education Task Force, the NYC DOE Office of Sustainability and other key partners to advance youth-led initiatives for environmental justice
- Collaborate with FOW staff and alumni to advance our youth leadership framework to support WHEELS students to expand career, college and life possibilities

Additional program responsibilities:

- Work with Executive Director to support fundraising efforts related to the Corridor and youth leadership development
- Collaborate with the FOW team in weekly meetings and through various organizational events and projects

Qualifications and required skills

- Experience working on environmental or climate justice issues preferred
- Minimum of 3-5 years of experience working in nonprofit sector (youth development, racial justice or environmental justice organizations strongly preferred)
- Bachelor's Degree in Education, Social Work, Non-Profit management, or other relevant subject matter
- Spanish/bilingual language skills preferred
- Cultural competency through familiarity in working with people from diverse backgrounds
- Excellent facilitation skills; experience with training/teaching high school age youth
- Outcome driven with ability to respond to changing circumstances
- Ability to work under pressure

- Strong communication skills across multiple platforms
- Computer literate, including experience with all Microsoft Office software packages; Google Drive (Gmail, Calendar, Contacts, Docs,); local area networks; and efficient use of the Internet
- Demonstrated experience in project management and facilitating meetings and workshops
- Relationship builder & skilled at partnership development, with strong organizational and communication skills
- Highly collaborative style and sincere commitment to work collaboratively with WHEELS students, teachers, and staff, as well as organizational community partners and supporters
- Ability to handle a fast-paced work environment and take on additional tasks as needed to support FOW's overall mission

Salary: Mid-upper \$40's. Actively seeking candidates from diverse backgrounds.

Benefits: Includes health, dental, and vision insurance, generous vacation and sick leave

Deadline and Start Date: Applications due October 10th; start date as soon as possible.

Applications: Email resume with cover letter to: FOW@wheelsnyc.org

Friends of WHEELS is an equal opportunity employer and encourages people of color, women, and LGBT persons to apply.