



YouthBridge-New York Program Director

About JCRC-NY

JCRC-NY is the leading community relations and civic engagement organization representing the Jewish community throughout the New York metropolitan area. For more than 50 years, JCRC-NY has worked to strengthen relationships across New York City's diverse communities by fostering dialogue, collaboration, and shared civic engagement among Jewish, Muslim, Black, Latino, Asian, immigrant, interfaith, LGBTQ+, and other community partners.

About YouthBridge-New York

YouthBridge-New York is a youth leadership development program that brings together a diverse cohort of high school students from across New York City to develop the communication, problem-solving, and interpersonal skills needed to build bridges across differences and establish the trusting relationships that form the foundation for effective social change. YouthBridge-New York is housed within the intergroup and interfaith arm of JCRC-NY.

Through evening workshops and skill-building sessions, collaborative projects and experiential learning, site visits and community service, participants grow into a cohesive, caring community. Now in our 25th year, YouthBridge-New York stands out as one of the only youth engagement programs in the city that brings together such a diverse group of young people, connecting across lines of race, religion, gender, sexual orientation, and economic background to build a stronger, more connected future for all.

Position Overview

YouthBridge-New York seeks a Program Director to lead planning, programming, strategy, and management for the three components of our program: (1) a year-long leadership development fellowship for 30+ high school juniors, (2) a mentoring program for 30+ high school seniors, and (3) an alumni program serving 400+ former YouthBridge participants spanning a wide range of life and work experiences. We are looking for a candidate who is excited and motivated to explore ways to make the program responsive to the challenges of the moment while centering youth voice and choice. This includes strengthening our year-long program curriculum, developing an impactful mentorship program, and creating a robust alumni program.

This position is full-time and based out of the midtown offices of YouthBridge-NY/JCRC-NY. Employees are required to work in the office at least three days per week. Programming takes place from 5 – 7 PM on three to four evenings per month and full days on Sundays or nonreligious holidays three to five times over the course of the year.

Responsibilities

The YouthBridge-New York Program Director will bring a strong ability to:

Year-Long Program

- Oversee the development of an engaging, responsive curriculum for the year-long program that addresses issues of the moment, e.g., increased antisemitism and other forms of hate, and builds the capacity of participants to lead with empathy
- Plan, lead, and facilitate sessions
- Oversee the development and execution of an effective recruitment plan
- Manage program evaluation to assess impact and effectiveness

Mentorship and Alumni Programs

- Design a mentorship program for high school seniors
- Create a robust alumni program to engage former participants in YouthBridge-NY to the benefit of both alumni and the program

Board Relations

- Support the Executive Director in working with the YouthBridge-NY Board of Directors
- Staff the Board's Program & Alumni Committee

Budget

- Manage YouthBridge-NY budgets and participate in annual budget planning process

External Relations

- Work with the YouthBridge Executive Director to support fundraising efforts, including funder and stakeholder engagement
- Oversee and ensure the success of YouthBridge's annual fundraising event
- Collaborate with JCRC-NY's development team to identify fundraising prospects, including individuals, foundations, and corporations
- Manage donor data entry, acknowledgement letters, grant deadlines, and the YouthBridge fundraising calendar
- Build and sustain relationships with partner organizations

Other Responsibilities

- As a member of the Center for Shared Society team, coordinate on program goals, share updates, troubleshoot challenges, provide feedback, and foster collaboration
- Support broader JCRC-NY marketing and communication efforts through content collection for weekly updates, social media, e-newsletters, etc.
- Complete office and administrative tasks and other duties as assigned

Requirements

- Bachelor's degree in education, youth development, community development, social work, or related fields

- At least 5-7 years of experience working with youth as an educator in formal (school-based) and/or nonformal (afterschool) settings
- Experience with program management, budget management, curriculum development, and facilitation
- Ability to build trusting relationships with diverse populations
- Self-starter, creative thinker, problem-solver, and team player
- Strong written, verbal, presentation, and public speaking skills
- Energetic, positive, and enthusiastic
- Comfort using standard technology tools (G-Suite, etc.) and systems such as Salesforce, Monday.com, etc.

Compensation and Benefits

- Salary Range: \$75,000 - \$85,000
- Benefits include healthcare, dental, paid vacation, personal/sick days, UJA Federation pension plan, 403B plan options

To apply submit a cover letter and resume to elamk@jcrny.org.