



Job Opening - New York Irish Center

Position: Programs Coordinator

The New York Irish Center (NYIC) is a vibrant community center offering both cultural and social services. Located in Long Island City, Queens, NYIC is easily accessible by public transport from much of Queens, Manhattan and Brooklyn.

NYIC currently seeks a program coordinator to support its provision of services. The program coordinator will report directly to the Executive Director, working closely with team leaders and other members of a dynamic team. The position is full-time with vacation and medical benefits. Salary commensurate with experience and NYIC's funding source requirements.

Broad duties and responsibilities include but are not limited to

a: working closely with NYIC's various communities (seniors, children, teenagers/young adults) in the provision of NYIC's services, including outcome measurement, and case management.

b: community correspondence (room and meetings management, email, phones)

c: assisting in event/program production, and general building management

d: marketing and social media

The position offers a great opportunity to grow and develop, to work with a great committed team, and to gain a deep understanding of community along the way.

The ideal candidate is a self-starter, willing to roll up their sleeves, and must be prepared to work off-hours. Excellent communication skills, especially written, are a must. College background and good computer business skills preferred.

Resumes and introductory summaries only to:

jobs@newyorkirishcenter.org