

## **Now Hiring: Rise & Shine Leadership Training Coordinator**

Rise, a New York City nonprofit that trains parents as writers, speakers and advocates in child welfare reform, seeks a full-time Parent Leadership Program Coordinator who is life-experienced in facing the child welfare system as a parent and has worked in the child welfare system as a parent advocate.

**About Rise:** Parents facing the child welfare system need information and peer support, and child welfare professionals need parent input to develop policies and practices that strengthen families and communities. Rise publishes a magazine and other resources to support parents, trains parents to make sophisticated presentations to frontline staff and policymakers, and partners with child welfare organizations to bring parents' priorities for change into policy and practice. We are a small team with an outside impact. Our staff are self-directed, hands on and passionate. To learn more about Rise, go to: [www.risemagazine.org](http://www.risemagazine.org)

**Job Description:** Rise is looking for a committed, detail-oriented Program Coordinator with life experience facing the child welfare system as a parent and professional experience working as a parent advocate at a legal or child welfare agency. Beyond administration, this position requires a leader who is passionate about supporting our mission by developing a strong infrastructure to support our emerging parent leaders and build our work.

*About the Rise & Shine Leadership Training:* Rise has offered writing and public speaking to parents for many years. This 4-month Leadership Training for child welfare-affected parents will include our writing and public speaking workshops as well as: background knowledge on child welfare history and reform; information about trauma, stress and safety as a parent leader; opportunities to shadow parent advocates at legal and child welfare agencies and at Rise; and skills to advance as a parent who wants to support other parents and lead child welfare system change. Parents who complete this training will have the opportunity to continue as contributors at Rise and to seek employment in child welfare-related organizations. The program coordinator will oversee all program development and coordination during recruitment, program implementation and evaluation phases as well as support graduates year-round in becoming effective contributors at Rise. The coordinator also will lead or contribute to related teams and projects, such as participation in external workgroups, public speaking opportunities and community outreach efforts that forward parent leadership in child welfare reform.

This position will report to the Operations Director and work closely with our Training Director and other program directors, as well as supervise a parent leader who will assist with Rise & Shine.

Specifically, the Coordinator will be responsible for:

- Collaborating with Rise staff to complete development of Rise & Shine curriculum plan and training for Rise parent leaders to deliver training;
- Development and facilitation or co-facilitation of trainings;
- Set up of "shadowing" activities for participants to learn about the roles of parent advocates across the system, including Rise parent leaders;
- Coordinating recruitment, including outreach to organizations, parent advocates and previous Rise contributors; leading selection process; preparing participants to begin
- Coordination of all program elements for smooth functioning as well as program evaluation;
- Contributing to Rise's parent leadership impact through direct participation in external workgroups, public speaking opportunities and community outreach efforts;
- Overseeing leadership development of graduates who continue to contribute at Rise.

Above all, the Coordinator is responsible for ensuring a warm, welcoming and organized learning environment so that program participants can grow as leaders in child welfare reform. The coordinator will manage program logistics to ensure success. Beyond the training program, the Coordinator will be the linchpin of Rise involvement for new parents and will support the entire team in building our parent leader

capacities. The Coordinator will ensure continuity for graduates who continue to contribute at Rise and will model leadership through direct participation while mentoring graduates in their growth.

**Qualifications:** The ideal candidate will encompass the following:

- Personal history of child welfare involvement as a parent.
- Three years of professional experience at minimum, with experience working in the child welfare system as a parent advocate is strongly encouraged.
- High attention to detail, a problem-solving approach, and the ability to prioritize and meet deadlines.
- Excellent ability to “hold in mind” parents during the emotional experience of healing from child welfare involvement and developing skills, knowledge and a sense of safety to excel as leaders;
- Excellent communication skills. This position will coordinate between outside partners, Rise program leadership and Rise parent contributors, as well as with donors.
- Project management and program development experience.
- Experience with data management in Excel and fluency in Microsoft Word and Google Docs.
- Interest in growing as a nonprofit leader.
- Excitement to work in a collaborative, creative work environment with a diverse staff.

**Compensation:** Salary is competitive for a small nonprofit, and based on experience and qualifications. Rise is a partner project of the Fund for the City of New York, which offers excellent benefits.

**To Apply:** Please email a resume and cover letter to [info@risemagazine.org](mailto:info@risemagazine.org). Candidates will be contacted for interviews on a rolling basis. We are unable to respond to all applications. If you are selected for an interview, you will be contacted within three weeks. We expect this position to begin within the first two weeks of January.

*Rise values a diverse workforce and inclusive culture. We strongly encourage applications from women and people of color as well as people with prior contact with the child welfare system.*