

## POSITION DESCRIPTION (LAST UPDATED 8/8/18)

### Segal Program Coordinator

at the Center for Youth and Communities  
Brandeis University, Waltham, Mass.

[The Center for Youth and Communities](#) at [The Heller School, Brandeis University](#) seeks a Program Coordinator to support the Eli J. & Phyllis N. [Segal Citizen Leadership Program](#). The Segal Program Coordinator will work closely with the Segal Program Director and the senior team at the Center. A full job description will be available at the University's [Human Resources website](#).

#### **Organizational Context:**

Within the Heller School mission of “knowledge advancing social justice,” the Center’s goal is “to make knowledge productive,” combining scholarly research and practical experience. It is a university-based, community-focused enterprise working with communities, school districts, nonprofits, government, corporations and foundations, community colleges and universities to prepare young people for college, work, and life, including active citizen leadership.

Within the Center, the mission of the Segal Citizen Leadership Program is to foster the next generation of citizen leaders. It was established to honor and continue the work of the late Eli Segal, his wife Phyllis, and their commitment to developing new generations of leaders. The Program is a constantly expanding, intergenerational constellation of citizen leaders working across all sectors, who give each other lifelong support as they devise solutions to society’s most intractable problems. With the help of over 600 partners, 106 Segal Fellows are making an impact in 23 states and 4 countries.

#### **Position Summary:**

The Segal Program Coordinator will assist the Director of the Eli J. & Phyllis N. Segal Citizen Leadership Program and the Segal Leadership Team at the Center for Youth and Communities with programmatic management and provide administrative support. The Coordinator will support Fellow recruitment, Fellow engagement, network expansion, donor stewardship, event/training management, and communications. This role will include several independently managed projects and require relevant experience and the ability to work with minimal supervision.

#### **Examples of Key Responsibilities:**

- Assist with management, planning, and facilitation of leadership development events such as Fellows Retreat, internship trainings, virtual meetings, receptions, board meetings, and other Fellow/Network opportunities. For certain projects, this includes event logistics coordination.
- Assist with recruitment, selections, and onboarding processes of new Segal Fellows for annual Segal Fellowship awards and subsequent internships, with particular attention to recruiting new Fellows in ways that promote diversity among the incoming Fellows.
- Coordinate and execute, with guidance from the Leadership Team, a social media strategy for the Program, including maintenance of social media accounts, and assist with other

communications/branding mediums to inform Segal Fellows, Network, partners and general public about the Segal Program.

- Assist with development and production of the annual report and program newsletters, and support Program evaluation efforts.
- Assist with maintenance of Program database and stewardship of donors, as well as efforts around network/partnership expansion.
- Perform administrative and clerical support, and other duties, as required.

**Qualifications:**

Bachelor's degree required, plus at least 2-4 years of relevant experience. Qualifications include:

- Results oriented individual with excellent organizational skills, attention to detail, and proven ability to handle competing priorities.
- Interest in and hands-on experience as a citizen leader, e.g., volunteering, participating in national service, and/or other social justice experience.
- Proficiency in MS Office, similar software/computer applications.
- Exceptional communication and interpersonal skills, including strong written communication skills, and the ability to utilize social media.
- Ideal candidate enjoys working in a team environment, as well as independently.
- Ability to multitask and independently manage and perform on projects.
- At least 2-4 years of relevant work/service experience in a higher education, a service-related field, or another nonprofit setting.
- Available occasional evenings and weekends for special events.
- Successful candidates will be flexible, efficient, intellectually curious, proactive, with sense of humor.
- Must be committed to working within culturally diverse communities and organizations and to addressing race, class, gender, sexuality, and other key issues.

**Compensation:** Salary range is \$43,000-\$45,000 per year.

**How to Apply:**

*The position will be posted on the Brandeis University website at <https://careers.brandeis.edu/staffjobs/>.*

*You can search for job ID number 527615 and/or search for Program Coordinator.*

Applications will be reviewed on a rolling basis and are encouraged by August 22<sup>nd</sup>, 2018. We are seeking candidates who can start in late September 2018. Questions should be directed to Segal Program Director Susie Flug-Silva ([flugsilva@brandeis.edu](mailto:flugsilva@brandeis.edu)).

**Closing Statement:**

Brandeis University is an affirmative action/equal opportunity employer and encourages minorities, women, disabled individuals, and eligible veterans to apply. It is the policy of the University not to discriminate against any applicant or employee on the basis of race, ancestry, color, religion, sex, sexual orientation, age, genetic information, national origin, disability, veteran status, or on the basis of any other legally protected category.