

# Program Associate, Community Engagement

Title: Program Associate, Community Engagement

Supervisor: VP of Programs

Location: New York, NY (Hybrid)

Salary: \$60,000 to \$70,000

Deadline to Apply: January 23, 2026

## Overview

CitizensNYC, founded in 1975 as one of the nation's first micro-funding organizations, provides financial and capacity-building support to thousands of neighborhood leaders who are making their communities more connected, resilient, and healthier. Every year, CitizensNYC receives thousands of applications and awards hundreds of microgrants of up to \$5,000 across all five boroughs to small nonprofits, small businesses, volunteer-led initiatives, and public schools. Our grantee partners define their community priorities, and as a result we support a diverse range of projects in the areas of arts and culture, education and youth, environment and climate, health and wellness, economic development, and public safety.

Beyond our grant making, we are a convener and capacity-builder for community leaders across all five boroughs. Through our interconnected programs, we foster a network where grassroots leaders come together to share knowledge, exchange ideas, and develop solutions that strengthen the social and economic fabric of New York City. We connect grantee partners to public and private sector leaders to foster trusted relationships that advance their visions for local change.

The Program Associate, Community Engagement strengthens our citywide network of grassroots leaders by designing and facilitating workshops, coordinating events, conducting ongoing outreach, and supporting the full lifecycle of our microgrant programs. Reporting to the VP of Programs, the Program Coordinator will lead:

1. workshop design and facilitation
2. event coordination
3. weekly in-person and virtual outreach
4. grantmaking support
5. data, surveys, and systems management in Salesforce, FormAssembly, Excel, and Airtable

CitizensNYC operates a hybrid office, with work on site in the office two days per week Tuesday and Thursday in our Harlem office, and flexibility to work remotely on non-office days.

## Key Responsibilities

### Workshop Design, Events, and Facilitation

- Design, coordinate, and facilitate in-person and virtual workshops, orientations, and community convenings that promote collaboration, leadership development, and skill-building among grantee partners
- Collaborate with staff and external facilitators to develop engaging agendas, materials, and content that align with program goals

- Manage event logistics, including scheduling, venue coordination, materials preparation, registration, and follow-up communications
- Gather and synthesize participant feedback to strengthen future workshop design and delivery

#### Outreach and Community Engagement

- Conduct weekly in-person and virtual outreach to grantee partners, community organizations, and local leaders to increase awareness and participation in CitizensNYC programs and events.
- Represent CitizensNYC at community meetings, workshops, and public events
- Support both in-person and virtual outreach efforts, with an expectation of evening and weekend availability during open grant cycles
- Maintain accurate contact and engagement records in Salesforce
- Share event highlights, community stories, and insights with the Development and Communications teams

#### Grantmaking and Program Support

- Assist with the grant review process, including reading and summarizing applications, identifying community needs and trends, and mapping grant selection to restricted donations in collaboration with the development team
- Support clear and timely communications with applicants and awardees throughout the grant cycle
- Help coordinate orientations, check-ins, and reporting processes for grantee partners

#### Data, Surveys, and Systems Management

- Use Salesforce and FormAssembly to record and manage data related to applications, events, and outreach
- Conduct surveys, collect community feedback, and support information gathering efforts that strengthen capacity-building planning
- Generate reports to track participation, engagement, and program impact
- Utilize Excel and Airtable to support program data tracking, analysis, and workflow improvements
- Identify opportunities to improve workflow efficiency and strengthen data accuracy across program activities

## Qualifications

We seek someone who believes in the power of grassroots leadership and community collaboration.

The ideal candidate will:

- Hold a bachelor's degree or equivalent experience
- Have two to four years of experience in event coordination, outreach, workshop facilitation, or program support
- Be organized, proactive, and able to manage multiple projects at the same time
- Have familiarity with Salesforce, FormAssembly, Excel, and Airtable, including:
  - Creating spreadsheets, tables, and charts
  - Using pivot tables and filters
  - Managing data sets and tracking systems
  - Creating and updating Airtable views, forms, and basic automations
- Be comfortable conducting surveys, analyzing data, and summarizing insights
- Be a strong communicator who enjoys facilitating group discussions and engaging diverse communities
- Be a creative problem-solver who thrives in collaborative and fast-paced environments

- Fluency in Spanish, Mandarin, Arabic, or another language widely spoken in NYC is strongly preferred
- Be available to work evenings and weekends during peak periods, especially during open grant cycles
- Bring a good sense of humor and commitment to CitizensNYC's mission

## Salary and Benefits

\$60,000 to \$70,000 with benefits package, including fully covered health insurance, retirement savings with matched contribution, and support for training and professional development.

## How to Apply

Please complete the application using the link below.

Application Link: <https://forms.gle/CoGuxbgDbMNhyCix5>

Applications will be accepted through January 23.

## Equal Opportunity Statement

CitizensNYC is an Equal Opportunity Employer. We prohibit discrimination in all employment activities—including recruitment, hiring, promotion, compensation, training, and termination—on the basis of any characteristic protected by federal, state, or local law (such as race, color, national origin, sex, age, religion, disability, veteran status, sexual orientation, gender identity, familial status, marital status, or status as a victim of domestic violence). Citizens Committee for New York City provides reasonable accommodations to individuals with disabilities throughout the application and employment process. We value and welcome applicants with diverse perspectives, experiences, and backgrounds. We believe that when our team mirrors the communities we serve, we become stronger, more creative, and more impactful.