

Job Title: Programming Coordinator

Reports To: Program Director

Location: 671 Tinton Avenue, Bronx, NY

Hours: Tuesday - Friday 1:00 pm - 8:00 pm and Saturday 12:00 pm - 8:00 pm

Salary: \$45,000 to \$47,000

Organizational Overview:

Nazareth Housing is a nonprofit organization dedicated to promoting housing stability and economic mobility among vulnerable families and individuals in New York City. Since 1983, we have empowered clients to build pathways out of poverty and prevent homelessness through services such as emergency family shelter, supportive housing, homelessness prevention, and immediate needs assistance.

Position Summary:

Nazareth Housing's St Anselm Residence seeks candidates who are energetic, focused, and compassionate, and have a strong work ethic,. The Programming Coordinator supports our mission of providing programs focused on the enrichment and advancement of our clients, ranging from our youngest to oldest and everyone in between. The Programming Coordinator will provide support for family/child program activities and will be responsible for associated administrative duties.

We seek candidates who are energetic, focused, compassionate, have a strong work ethic, and who are invested in helping people to remain stably housed.

Key Responsibilities:

- Develop, coordinate, and facilitate on-site programming for adults and children, including educational, recreational, cultural, and wellness activities Identify and collaborate with external partners to provide trainings, workshops, and special events
- Recruit, coordinate, and support volunteers assisting with resident programming
- Plan and organize holiday celebrations and community-wide events
- Maintain accurate attendance rosters and basic program data for reporting purposes
- Create and distribute marketing materials for programs and events (flyers, calendars, digital outreach)
- Gather resident feedback and adjust programming to reflect community interests and needs
- Collaborate with case management, property management, and other staff to align programming with resident goals
- Ensure programming is trauma-informed, culturally responsive, and accessible
- Perform entries into AWARDS
- Other tasks as assigned by the program director

Opening Doors. Transforming Lives. Unlocking Potential.

nazarethhousingnyc.org

Qualifications

- Bachelor's degree in human services, education, social work, or related field preferred (or equivalent experience)
- 1–2 years of experience in community programming, social services, or a related setting
- Experience working with diverse populations, including families and individuals in supportive housing
- Strong organizational, communication, and interpersonal skills
- Proficiency with basic computer applications and design tools (e.g., Microsoft Office, Google Workspace, Canva)

Benefits: Generous benefits include:

- Paid vacation, personal days, and sick leave
- Health insurance commences upon employment
- 401k plan
- Flexible savings account
- Employee wellness initiatives

How To Apply:

Please submit your cover letter and resume to jobs@nazarethhousingnyc.org with the subject line “Program Coordinator Application – [Your Name].”

Nazareth Housing is committed to building a diverse and inclusive community. We support a broadly diverse team who will contribute to our organization. We are an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.