The Brotherhood Sister Sol

Job Description: Sister Sol Coordinator, Rites of Passage Program

Salary: $85,000 - $90,000 per annum

About The Brotherhood Sister Sol (BroSis):

The Brotherhood Sister Sol is a social justice youth development organization that since 1995 has been a place where Black and Latinx youth claim the power of their history, identity, and community to build the future they want to see. By educating, organizing, and training, we are challenging inequity and creating opportunity for all.

BroSis provides holistic and long-term support services to youth who range in age from eight to twenty-two. BroSis offers wrap-around evidence-based programming such as four-six year rites of passage programming, thorough five-day a week after school care, school and home counseling, summer camps, job training, college preparation, employment opportunities, community organizing training, and month-long international study programs to Africa and Latin America. Based in Harlem, NY but with a national reach, we publish assorted curricula and collections of our members’ writings; train educators from throughout the nation on our approach; and organize and advocate for social change. BroSis has earned national recognition for our evidence-based model, receiving an array of awards.

The organization has over 50 full-time staff, serves thousands throughout New York City, and has a $9.5 million dollar operating budget. In addition, we have just moved into our new building - a 22,000 square foot state-of-the-art beacon for youth development. It is an exciting period of organizational growth and increased impact in our community and beyond.

POSITION SUMMARY

The Sister Sol Coordinator manages the Sister Sol Rites of Passage Program. Overseeing a staff of 4 Chapter Leaders. The Sister Sol Coordinator serves as team captain providing leadership and support for staff who run individual Sister Sol Chapters (groups of 12-18 young women). The Sister Sol Coordinator reports to the Director of Programming, and serves as the link between the Director and the frontline staff. They are responsible for managing and ensuring the success of the Sister Sol program, and working collectively with other Coordinators and Directors to support the organization's overall programmatic vision. The Coordinator will also serve as a Chapter Leader for 2 groups of young women and be prepared to make at least a four-year commitment to their chapters, and be available 24/7 to their members. As a Chapter Leader, you and your partner will build safe-spaces for young women, supporting them in expanding their minds and helping them follow their dreams.

RESPONSIBILITIES

A) Program Management

- Collaborate with Directors to design and implement overall program model and achieve programmatic objectives
- Lead staff in the fulfillment of program objectives and ensuring program success
- Co-plan all aspects of the program, including recruitment, retreats, college trips, parent meetings, and other activities
- Create, enhance, and expand the programming curriculum alongside team
- Identify program challenges and facilitate resolutions
- Work collaboratively with other Coordinators and Directors to set annual organizational calendar, establish programmatic policies, integrate programs, and manage overall organizational success
- Represent programs and maintain relationships with external stakeholders (Schools, partner organizations, etc.)
- Ensure programmatic reports and program evaluations are completed in a timely fashion.
- Collaborate with Directors and Controller to set and manage program budgets
B) Team & People Management

- Facilitate or co-facilitate weekly programmatic team meetings
- Serve as a liaison between Program Staff and Directors
- Provide programmatic support and guidance to team members - identify professional development (and certification) that staff need
- Implement strategies and structures to cultivate teamwork, embrace, amplify, and cultivate BroSis culture
- Monitor staff performance, provide feedback and determine needed improvements and resolutions
- Identify personal care staff need and collaborate with Directors to connect to resources
- Collaborate with Directors, Coordinators and HR Manager to perform bi-annual evaluation of team members

C) Youth Development

- Co-develop innovative educational and cultural activities and curriculum to facilitate Rites of Passage activities for weekly Chapter sessions and conduct Rites of Passage activities
- Recruit Chapter members and work closely with school staff to create a network of support
- Provide members with holistic and comprehensive support - available 24/7 to members
- Co-Facilitate annual overnight retreats and college tours
- Plan program year, identifying key issues to address
- Assist with general youth supervision and engagement as needed
- Co-Facilitate summer programming for BroSis members
- Serve as our members’ teacher, counselor and mentor, helping them develop a strong sense of self

EXPERIENCE & PERSONAL REQUIREMENTS & SKILL SETS

- Prepared to make at least a 4-year commitment
- Established experience in curriculum, program and youth development including knowledge of developmental issues
- Knowledge of Pan-African and Latinx History and Culture
- Excellent educator
- Expert mentor and youth facilitator
- Experience engaging youth about community organizing & social justice
- College or professional degree in education or related areas is a plus
- Demonstrated knowledge of Apple and Google platforms Strong Apple and google platform computer skills
- Must have the ability to work within a group of diverse staff and volunteers
- Bilingual Spanish-English a plus

BENEFITS:

At The Brotherhood Sister Sol, we offer competitive salaries with a comprehensive benefits package including, health, dental, vision, and life insurance, 3% employer contribution to 403(b) retirement account. As well as four weeks’ vacation in addition to personal days, paid holidays, and office closure during Winter Break - a total vacation package of over 6-weeks.

As The Brotherhood Sister Sol is a youth development organization that works in close quarters with young people and children, and as the safety of our children and their families and our community is paramount - we have instituted a policy that all staff must be fully vaccinated by the start date of this position. If there is a medical or religious reason for an exemption from vaccination this can be presented and will be considered.

APPLY:

Email resume and detailed cover letter to resume@brotherhood-sistersol.org