



Greater Newark Conservancy
32 Prince Street, Newark NJ 07103
973-642-4646
www.greaternewark.org

Job Title: Program Coordinator
Department: Coalition for Healthy Food for Newark Students
Reports To: Coalition Director
Type: Full-Time (40 hours/week), In-Office
Start Date: Immediately

Organization Description

For more than four decades, Greater Newark Conservancy has worked to promote environmental stewardship, food security, education, and community wellness throughout the City of Newark. Through environmental education, urban agriculture, workforce development, and neighborhood revitalization, GNC empowers residents to build healthier communities and create opportunities for future generations.

As one of Newark's premier nonprofit organizations, Greater Newark Conservancy is committed to creating equitable opportunities through environmental education, workforce development, community engagement, and access to healthy food.

Department Description

The Coalition for Healthy Food for Newark Students is entering an exciting new phase of growth, innovation, and community impact. Formerly known as the Coalition for Healthy Food in Newark Schools, the Coalition is expanding its reach beyond traditional school partnerships to strengthen a citywide network dedicated to ensuring every Newark student has equitable access to healthy food, nutrition education, and food system opportunities.

This next chapter will deepen collaboration with schools, youth-serving organizations, healthcare partners, food system leaders, and community organizations to create sustainable solutions that improve student health and well-being across Newark.

As we continue to grow, we are seeking an experienced Program Coordinator who is passionate about supporting mission-driven work and helping advance a healthier future for Newark students.

Position Summary

The Program Coordinator is a full-time position (40 HPW) employed by Greater Newark Conservancy and assigned to support the Coalition for Healthy Food for Newark Students.

Reporting directly to the Coalition Director, this individual will provide administrative support while coordinating internal operations, meetings, communications, events, and special projects. The Program Coordinator is responsible for maintaining the systems and processes that allow Coalition initiatives to operate efficiently and effectively.

This position requires an experienced professional who is highly organized, detail-oriented, proactive, and



capable of working independently with minimal supervision. Candidates should expect to contribute immediately and be comfortable working in a fast-paced, mission-driven environment.

This position is grant-funded through June 30, 2029, with continued employment contingent upon the availability of grant funding.

While the primary work schedule is Monday through Friday during normal business hours, occasional evening and weekend work is required to support Coalition meetings, community events, trainings, conferences, and other organizational activities.

Primary Program and Field Work Responsibilities

- Provide administrative and secretarial support to the Coalition Director.
- Manage the Coalition's calendar as well as any scheduling, meeting logistics, and correspondence.
- Coordinate Coalition meetings, committee meetings, trainings, and partner convenings.
- Prepare agendas, meeting minutes, presentations, reports, briefing materials, and correspondence.
- Monitor project timelines and ensure follow-up on action items.
- Coordinate internal planning efforts and assist with implementation of Coalition initiatives.
- Organize program files, contracts, records, and administrative systems.
- Support purchasing, vendor coordination, and invoice processing.
- Serve as the primary point of contact for routine program communications.
- Assist in planning and coordinating Coalition-sponsored events and public engagements.
- Ensure high-quality customer service for community partners, schools, funders, and stakeholders.

Secondary Program Responsibilities

- Assist with data collection and reporting activities.
- Assist with preparation of training materials and participant resources.
- Provide logistical support for community engagement activities.
- Assist with volunteer coordination when applicable.
- Participate in organizational meetings and professional development opportunities.
- Represent the Coalition at community meetings, conferences, and public events as assigned.
- Perform additional administrative and operational duties as assigned.

Qualifications

- Bachelor's degree in Public Health, Nutrition, Food Systems, Public Administration, Business Administration, Communications, or a related field; or equivalent professional experience.
- Minimum three (3) years of progressively responsible experience in program coordination, nonprofit administration, executive support, or project management.
- Knowledge of nutrition, food security, food systems, public health, or community-based programming strongly preferred.
- Familiarity with the City of Newark, its neighborhoods, schools, and community organizations.
- Exceptional written, verbal, and interpersonal communication skills.
- Strong organizational and time management abilities.
- Demonstrated ability to manage multiple projects simultaneously.



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- High level of professionalism, discretion, and confidentiality.
- Proficiency in Microsoft Office Suite, Google Workspace, and common office technologies.
- Bilingual (English/Spanish or another language commonly spoken in Newark) is preferred but not required.

Success Factors

The successful candidate will demonstrate:

- Outstanding attention to detail.
- Initiative and the ability to anticipate organizational needs.
- Strong critical thinking and problem-solving abilities.
- Excellent follow-through and execution.
- Professionalism in all interactions.
- Adaptability in a fast-paced work environment.
- Strong organizational systems and project management skills.
- Commitment to equity, collaboration, and community engagement.
- Passion for improving food security and nutrition outcomes for Newark students.
- Ability to work independently while contributing positively to a collaborative team.

Physical Demands

The physical demands and work environment described here are representative of those in which an employee encounters while performing the essential functions of this job.

This position is primarily office-based and requires prolonged periods of sitting, computer work, and frequent communication with internal and external partners.

Responsibilities also include:

- Frequent local travel throughout Newark and surrounding communities.
- Reliable transportation and regular use of a personal vehicle.
- Occasional lifting and transporting of program supplies and materials weighing up to 25 pounds.
- Event setup and breakdown.
- Standing for extended periods during meetings and community events.
- Occasional evening and weekend work.
- Attendance at off-site meetings, trainings, conferences, and community events.
- Specific vision abilities required by this job include: close vision, distance vision, peripheral vision, depth perception, ability to adjust focus and ability to match or detect differences between colors, including shades of color and brightness
- While performing the duties of this job, the employee is regularly required to talk or hear
- The employee is frequently required to stand, bend, and walk

Additional Requirements

- This is an on-site position located in Newark, New Jersey.
- Candidates must possess a valid driver's license, reliable transportation, and access to a personal vehicle.
- Professional business casual attire is required.
- Candidates should be prepared to begin contributing immediately. While Greater Newark



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Conservancy provides orientation and opportunities for leadership development, this position requires a high degree of prior experience and independent judgment with limited training on day-to-day responsibilities.

Compensation & Benefits

Greater Newark Conservancy offers a comprehensive benefits package for eligible employees, which may include:

- Medical and vision insurance
- Paid vacation, holidays, and sick leave
- Retirement plan options
- Professional development and training opportunities

This position is funded through a grant that currently supports the role through June 30, 2029.

The salary range for this position is \$52,000 to \$60,000 per year plus benefits

To Apply: Send a resume *and* cover letter to Chesha Hodge at chesha@greaternewark.org. In the subject line of your email, indicate that you are applying for the *Program Coordinator* position.