



Learning Management System (LMS) Coordinator

Location: New York City (Hybrid Work Options Available)
Organization: The Center for Fair Futures
Compensation: \$80,000 + Benefits (based on NYC market and nonprofit standards)

About Us

The Center for Fair Futures is committed to transforming the way youth-serving professionals engage with young people who have been adversely impacted by systems.

We do this through staff development, coaching, and community building to champion our Fair Futures model; an innovative, relationship-based coaching approach co-designed with young people.

Our work is grounded in equity, healing, and youth voice. Through the power of trusted relationships, we equip professionals with the tools, mindset, and support needed to help young people thrive, both within systems and beyond.

Position Overview

We are seeking a detail-oriented and organized **Learning Management System (LMS) Coordinator** to support the Fair Futures learning management system, ensuring its efficient and effective operation. This role, which reports to the Director of Learning Systems and Design, involves assisting with the day-to-day administration and maintenance of the learning management system, as well as providing support to learners and the Director as needed.

Key Responsibilities

- Supporting learner inquiries as it relates to training and LMS access, login information, enrollment, and training records
- Troubleshooting technical issues for both administrators, instructors, and end users
- Working closely with the Training Coordinator to input and maintain current training information in the LMS
- Maintaining accurate records on attendance, course completion, and course surveys to inform learning strategies and for reporting purposes
- Ensuring course materials and resources are up to date and accessible to participants across the LMS
- Participating in regularly scheduled LMS meetings and training opportunities

- Meeting with the Director of Learning Systems and Design each week to review progress on existing projects and learn about new projects
- Assisting with LMS administrative and data-related requests as needed

Qualifications

- 2 + years of technical expertise and professional experience with Learning Management Systems
- Proficiency with computer programs/software, including Microsoft Office and Zoom
- Excellent attention to detail, communication, facilitation, and interpersonal skills
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Deep passion for professional development and supporting system-involved youth
- Commitment to trauma-informed and youth-centered practice
- Knowledge of NYC's foster care, juvenile justice, or youth advocacy landscape is a plus

What We Offer

Competitive Salary: \$80,000 + full benefits package

Comprehensive Benefits: Health, dental, and vision insurance; retirement plan

Professional Growth: Opportunities for development, certification, and advancement

Work-Life Balance: Flexible schedule, hybrid work options, and a supportive team culture

Impact: A technical training role that directly impacts the training and development of hundreds of youth-serving staff and advances the well-being of young people across NYC

How to Apply

To apply for the **Learning Management System (LMS) Coordinator** position, please submit:

1. **Resume**
2. **Cover Letter** – Outlining how your experience and skills align with this role and your commitment to youth development
3. **Three References** – With current contact information

We appreciate your interest in joining our team. Please email your resume and a brief cover letter to admin@fairfuturesny.org by August 15, 2025. Please include your full name and the role you are applying for in the subject line. While we may not be able to respond individually to every application, we will be in touch with candidates selected to move forward. Thank you for understanding!