



Position: Training & Engagement Coordinator

Location:

New York City (Hybrid Work Options Available)

Organization:

The Center for Fair Futures

Compensation:

Estimated range: \$80,000 + Benefits

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.

The Center for Fair Futures Learning and Impact team supports over 500 professionals across 34 organizations who are implementing the *Fair Futures Coaching Model*. In addition, the team provides professional development to other non-profit organizations, schools and public agencies with the purpose of helping them thrive by equipping their staff with the knowledge, skills, and support necessary to create lasting impact and meaningful change in the lives of the young people they serve.

We are seeking a detail-oriented Training Coordinator to support the day-to-day operations of our organization's training and learning initiatives. This role acts as the administrative backbone of our program, ensuring smooth coordination of logistics, communication, and record-keeping. The ideal candidate will be adept at managing multiple concurrent training cycles while providing exceptional support to trainers, partner organizations, and participants.

This is an excellent opportunity for someone who is passionate about professional development, continuous learning, and operational excellence in a mission-driven environment.

Key Responsibilities:

Training Operations and Support:

- Track attendance for all Center for Fair Futures training sessions, workshops, and learning events—both mandatory and optional.
- Enter and update staff and contact information; maintain a comprehensive Fair Futures staff list.

- Coordinate closely with the Learning Management System (LMS) Coordinator to ensure up-to-date training content and participant data are reflected in the learning management system.
- Attend Zoom-based sessions to provide real-time technical support (chat moderation, troubleshooting, etc.) for both trainers and participants.
- Participate in regular planning meetings with the Training Leadership and Implementation Teams to support strategic planning and execution.

Training Registration, Tracking & Reporting:

- Manage registration processes and monitor attendance using the learning management system.
- Compile training metrics and participation data for internal reporting and grant compliance.
- Maintain accurate records of individual and group technical assistance and coaching sessions across teams.

Budget & Administrative Support:

- Collect, organize, and process receipts for training-related expenses.
- Track and manage consultant and vendor invoices.
- Coordinate timely payments to vendors in collaboration with the finance team.

Communication & Customer Service:

- Draft and distribute training communications, including promotional materials, event reminders, and follow-ups.
- Serve as the primary point of contact for training-related inquiries via the shared training email account and other channels.
- Maintain a high standard of service in all interactions with staff, trainers, and external partners.

Qualifications/Skill Required:

- Bachelor's degree required.
- Minimum of 2 years of administrative responsibilities in a training environment.
- Strong organizational and time management skills, with the ability to prioritize and multitask effectively.
- Excellent written and verbal communication skills.
- High attention to detail and accuracy in all aspects of work.
- Proficiency in Google Workspace, Zoom and Microsoft Excel; comfort navigating digital tools.
- Customer service orientation with the ability to respond to inquiries professionally and efficiently.
- Experience with Learning Management Systems (LMS) is a plus.

- Ability to work independently as well as collaboratively in a fast-paced, mission-driven environment.

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