

NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. Jackielyn Manning Campbell Superintendent of Schools

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Dr. Elisa Correa-Soto
Dr. Natasha Freeman-Mack
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Ms. Genieve Holder
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TBD

Deputy Superintendent
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Student Support Services
Asst. Superintendent, PRE K - 2
Asst. Superintendent, Human Resources
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Exceptional Learners

December 8, 2025

This posting will close at 4 PM on
Friday, December 19, 2025

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Genieve Holder
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy: **PROGRAM COORDINATOR**

POSTING NAME: PROGRAM COORDINATOR

JOB GOAL:

The Program Coordinator is responsible for the design, organization, implementation, and evaluation of educational programs and initiatives. This role ensures all programs align with the organization's strategic goals, meet student learning needs, and comply with all relevant educational standards and regulations. The Coordinator serves as a key liaison for students, staff, and external partners.

Minimum Requirements:

- Bachelor's degree in Education, marketing, public relations, social work, counseling, or a related field.
- Minimum of 3 years of professional experience working with students or families in an education, government, business or nonprofit organizational environment.

A complete job description can be found on the District's website at www.newburghschools.org under the 'DISTRICT' tab/Employment with the District.

- **Internal applicants must** submit a current resume and letter of interest to:
Office of Human Resources, 124 Grand St. Newburgh, NY 12550 **OR** FAX to: 563-3468
- **External applicants & Certified Newburgh Substitute teachers** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

Funding Source: General Fund

PLEASE DO NOT E-MAIL directly to Ms. Holder.

GH:sb