

Bill de Blasio
Mayor, City of New York

Patricia Eng
NYC Chief Service Officer

2019-2020 NYC Service Fellowship Program

Position Description

The mission of NYC Service is to promote volunteerism, engage New Yorkers in service, build volunteer capacity and mobilize the power of volunteers and service year members to impact New York City's greatest needs.

Each NYC Service Coordinator reports to a direct supervisor, but also works with other members of the NYC Service team on a daily basis.

Public/Private Partnerships Coordinator

The Public/Private Partnerships Coordinator will coordinate NYC Service's corporate volunteer program offerings (including mentoring opportunities), assist with coordinating Days of Services, and create corporate service connections with City agencies and nonprofit groups for direct-serve volunteer projects and pro-bono service opportunities. This position reports to the Public/Private Partnerships Director.

Key responsibilities include the following:

Public/Private Connections

- Spearhead implementation of corporate service connections to nonprofit partners for Days of Service, including overseeing web-based inquiry forms, connections, and consultations
- Serve as the main point of contact for New York City businesses who inquire about planned service engagements
- Maintain and continuously update internal systems for tracking corporate inquiries, as well as following up with companies and nonprofits to determine if service project was organized, and collecting feedback to assess project success
- Oversee evaluation of effectiveness of corporate service connections
- Maintain and continuously update internal Corporate Partners Matrix to track new corporate contacts
- Refer companies to nonprofits via the NYC Corporate Service Look Book

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Corporate Service Look Book and Nonprofit Volunteer Opportunities

- Analyze corporate connections data from previous years to evaluate trends in corporate service connections and gaps in non-profit connections to create recommendations to improve volunteer opportunities database
- Develop outreach plan to improve listing of available City agencies and nonprofit organizations volunteer opportunities that match and implement outreach to increase listings
- Develop and lead training plans for non-profits to help build new volunteer opportunities for corporate groups
- Maintain and regularly update the NYC Corporate Service Look Book

Pro Bono and Skills-Based Training and Resources

- Support the Public/Private Partnerships Director to implement the pro bono/skills-based training resource plan
- Develop and lead training plan for nonprofits on the subject of pro bono readiness
- Manage and update the Pro Bono Resource Portal

Mayoral Service Recognition Program

- Plan and execute the annual Mayoral Service Recognition Program and corresponding ceremony, with the aim of increasing the number of individuals, Board members and companies recognized

Good for Me. Good for My City. Campaign

- Lead the management of the promotion of the *Good for Me. Good for My City.* campaign, in close collaboration with the Public/Private Partnerships Director and Communications & Marketing Manager

Public Private Partnership Corporate Volunteer Programs

- Spearhead planning and development of *Good for Me. Good for My City.* campaign
- Lead the management of the promotion of the *Good for Me. Good for My City.* campaign, in close collaboration with the Public/Private Partnerships Director and Communications & Marketing Manager.
- Support the Be In-Kind VISTA with the implementation of Secret Snowflake
- Support the Public/Private Partnerships Director in the planning and execution of Citywide Speed Mentoring Day in May 2020 in support of the *Good for Me. Good for My City.* campaign
- Lead recruitment of corporate partners and coordination of corporate volunteers for events
- Support the Corporate Mentoring VISTA in the planning and execution of NYC STEP
- Lead recruitment of corporate partners and coordination of corporate volunteers for NYC STEP mentoring events
- Lead the plan and execution of the MLK Day 2020 in collaboration with a corporate partner and select schools, and in collaboration with the Corporate Mentoring Specialist VISTA
- Work closely with the Public/Private Partnerships Director to provide technical advice and support to New York City businesses that wish to develop employee volunteer engagement programming

New York City Corporate Volunteer Council (NYCCVC)

- Support the Public/Private Partnerships Director in the planning and implementation of quarterly convenings of 50 business partners committed to social impact and employee volunteer engagement
- Manage the NYCCVC LinkedIn page ensuring rich and curated regular content.
- Support the Public/Private Partnerships Director in the planning and execution of the annual Partnering for Impact event June 2020

Advance NYC Service mission, values, and goals

- Represent NYC Service at select events
- Assist with the provision of monthly content for social media platforms and the NYC Service e-newsletter
- Be available on select weekends and on select evenings throughout the Fellowship for projects
- Support City initiatives as needed, including but not limited to possible emergency response (*e.g.* evacuation shelters, etc.)
- Provide project support with other service activities and programs, as needed

Skills

- Bachelor's Degree (Minimum)
- Commitment to service year programs and volunteerism
- Capable of managing against goals and working under tight deadlines
- Strong written and oral communicator
- Experience in relationship management
- Experience with project management
- Strong computer skills
- Excellent organizational and administrative skills
- Ability to work both independently and as an effective team member
- Ability to manage many projects simultaneously
- Ability to work beyond traditional working hours and schedules
- Bilingual abilities a plus