

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 national service 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.

NYC Service Year Program Coordinator

The NYC Service Year Program Coordinator will focus on creating and managing programming that supports the promotion, sustainability, and growth of service year programming across New York City. This position reports to the NYC National Service Program Director.

Key responsibilities include the following:

Convene & Mobilize the Service Year Community in NYC

- Engage the NYC Service Year community in National Days of Service events (*e.g.* National Service Recognition Day, 9/11 Day of Service, MLK Day of Service)
- Manage the NYC Service Year Alumni Ambassadors program to mobilize and engage service year alumni across NYC
- Manage the NYC Service Year Member Council to support and engage service year members across NYC
- Support the execution of quarterly NYC Service Year Leadership Council meetings

Promote Service Year Programming & Opportunities in NYC

- Lead an annual service year member recruitment campaign for NYC Service's four AmeriCorps programs
- Oversee the development and maintenance of content on the NYC Service Year website that educates the public on local service year programming and opportunities to serve
- Connect with the public and NYC Service Year stakeholders through social media (Facebook and LinkedIn) partnering with the NYC Service Communications & Marketing Manager

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Administer Capacity-Building Services and Resources for NYC Service Year Programs

- Support the planning and execution of the annual NYC Service Year Career Expo
- Produce resource guides for service year programs and members
- Publish the quarterly *NYCorps Connections* e-newsletter partnering with the NYC Service Communications & Marketing Manager
- Curate a resource library on the NYC Service Year website that features best practice documents for local service year programs

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.)

Skills

- Commitment to service year programs and service
- 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