

Bill de Blasio  
Mayor, City of New York

Laura Rog  
Acting NYC Chief Service Officer

## **2021-2022 NYC Service Fellowship Program** NYC Service Corporate Partnerships Coordinator

---

The mission of NYC Service is to build partnerships to deepen and expand civic engagement through volunteer and service programs, creating sustainable change for our city's greatest needs.

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

### **Position Description**

The Corporate Partnerships Coordinator will support the coordination and execution of NYC Service's Public Private Partnership Team's work by providing ongoing support across our corporate volunteer engagement programs. Specifically they will be responsible for: technical assistance and guidance to corporate partners, managing corporate communications; tracking and updating all corporate contacts, coordinating NYC Corporate Volunteer Council engagements, as well as spearheading the implementation and development of the Good for Me. Good for My City. campaign and the Mayoral Service Recognition Awards/Event. This position reports to the NYC Service Corporate Partnerships Coordinator

Key responsibilities include the following:

### ***Corporate Partnerships & Connections***

- Maintain and continuously update internal tracking and record of corporate partners
- Serve as the main point of contact for NYC businesses who inquire about volunteer opportunities
- Continue recruitment of new partners and steward existing partners to become more involved in NYC Service programming
- Lead recruitment of corporate partners and coordination of corporate volunteers for event
- Support the Be In-Kind VISTA with the implementation of Secret Snowflake
- Support the Public/Private Partnerships Director in the planning and execution of mentoring efforts
- Provide technical advice and support to New York City businesses that wish to develop employee volunteer engagement programming
- Support the Public Private Partnerships Director in the development of new volunteer opportunities to share with the business community to increase the impact of volunteerism

**8.6 Million New Yorkers. Together, Serving Each Other.**

### ***Good for Me. Good for My City. Campaign***

- Support the conceptualize of the *Good for Me. Good for My City.* campaign in line .
- Lead the management of the promotion of the campaign and recruitment of partners
- Refine and update all existing program materials
- Collect impact stories and data of volunteer engagement to highlight business volunteerism across NYC
- Develop and implement strategies to assess the impact of campaign partners

### ***Mayoral Service Recognition Awards & Program***

- Plan and execute the annual Mayoral Service Recognition Program and corresponding ceremony, with the aim of recognizing exceptional volunteerism across NYC
- Lead and coordinate nomination committees to assist in the review and selection of applicants for awards given through the program
- Lead the distribution of recognition certificates and support new ways to continue volunteer recognition

### ***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 2022

### ***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
- Provide project support with other service activities and programs, as needed, including emergency volunteer response
- Support City initiatives as needed, including but not limited to possible emergency response and recovery

### **Skills**

- Commitment to service year programs and volunteerism (service year alumni a plus)
- 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