

Eric Adams  
Mayor, City of New York

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NYC Chief Service Officer

## **2022-2023 NYC Service Fellowship Program**

### **Youth Strategies Coordinator**

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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. We unite New Yorkers in service to advance lifelong civic engagement for a more equitable and inclusive city.

#### **Position Description**

The Youth Strategies Coordinator will report to, work closely with, and support the Youth Strategies Manager to build, incorporate, and advance youth voice and action into city priorities, and support youth to build lifelong commitment to civic engagement.

NYC Service partners with City agencies, nonprofits, and public high schools to host NYC Youth Leadership Councils (YLCs) in communities across all five boroughs – with concentrated efforts including NYPD precincts and GreenThumb gardens. The mission of the YLC program is to ensure equitable access to transformative civic opportunities for all NYC high school youth, and that every NYC high school student is equipped with the skills, support, and resources needed to build stronger communities and an inclusive city. The program provides training and professional development to leverage youth/adult partnerships as a vehicle for community change and works to unite a citywide network engaging youth in action to impact the city's greatest challenges. It is NYC Service's aim to double the YLC network in the next four years, fostering a culture of youth voice in the city.

The Youth Strategies Coordinator supports the overall program management, working closely with the Youth Strategies Manager to run program operations. The role is a key support across several program aspects, working behind the scenes to support the adults and youth involved in YLCs across NYC. Key responsibilities include the following:

#### ***Communications/Recruitment***

- Working with the Youth Strategies Manager to build out the program brand to be responsive and appealing to NYC high school youth
- Researching youth communication strategies to further develop and expand outreach to NYC high school youth, especially those who do not consider themselves in a traditional 'leader' lens
- Crafting newsletters for program youth and adult facilitators to keep them engaged in the program, offering program information, civic engagement tips, and general support
- Collaborating with the Digital Engagement coordinator to develop clever social media posts and tell the story of YLCs on NYC Service's digital platforms (Facebook, Instagram, Twitter, and LinkedIn)

### ***Project Support/Coordination***

- Supporting the Youth Strategies Manager and YLC consultants (for professional development and evaluation) to organize professional development sessions for the YLC network – this includes 25+ trainings each year, as well as program kickoffs in each borough in the fall and the annual YLC End of Year Summit in May
- Helping evaluation consultants gather data, including administering program surveys and conducting interviews with adult facilitators and youth participants
- Keeping meeting notes and developing reports as requested

### ***Host Site Recruitment***

- Supporting the Youth Strategies Manager to identify and contact potential sites to host the YLC program
- Developing supporting materials for host site recruitment (flyers, brochures, etc.)

### ***General Support***

- Supporting the Youth Strategies Manager and Chief Service Officer on sporadic projects and requests, as needed
- Supporting the YLC hosted by NYC Service, working directly with program youth to provide feedback and ideas on the overall program model

### ***Advance NYC Service Mission, Values, and Goals***

- Represent NYC Service at select events
- Be available on select weekends and on select evenings throughout the Fellowship for projects
- Provide project support with other officewide activities and programs, as needed, including emergency volunteer response
- Support City initiatives as needed

### **Skills**

- Graduation from an accredited college with baccalaureate degree, ideally with experience in youth development or education
- Experience with project coordination: developing data systems and analytical processes to drive program decision-making, coordinating and managing events
- Excellent communication skills: public speaking, presentations, interpersonal communication, and both formal and informal writing
- Excellent project management skills: time-management, multi-tasking, adherence to deadlines, organization of information and logistics, as well as analytical, research, and creative thinking and problem-solving strategies
- Ability to take initiative, prioritize duties, work independently and within a team environment, pay close attention to detail, meet deadlines, maintain appropriate follow-up.
- Ability to work well under pressure and maintain an enthusiastic work ethic. This includes being flexible as it relates to embracing different work styles.
- (Required) Experience in youth development.
- (Preferred) Experience in adolescent development, evaluation, engaging/supporting disengaged youth
- (Preferred) Knowledge of the NYC nonprofit and NYC public high school landscapes also a plus.

## **New York City Residency Is Required Within 90 Days of Appointment**

**The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.**

**The Adams Administration values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcomed to apply.**

*As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.*