

Bill de Blasio
Mayor, City of New York

Anusha Venkataraman
NYC Chief Service Officer

2020-2021 NYC Service Fellowship Program Position Description

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 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 and report to the National Service Support 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 (National Service Recognition Day, 9/11 Day of Service, MLK Day of Service)
- Support the coordination of NYC AmeriCorps Alums Chapter meetings, service projects, events, and communications
- 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
- Connect with the public and NYC Service Year stakeholders through social media (Facebook and LinkedIn)

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

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

8.6 Million New Yorkers. Together, Serving Each Other.

- 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