

Bill de Blasio
Mayor, City of New York

Anusha Venkataraman
NYC Chief Service Officer

2020-2021 NYC Service Fellowship Program

Volunteer Strategy & Development 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 Volunteer Strategy & Development Coordinator will coordinate volunteer development programs, reporting to the Volunteer Strategy & Development Director and working closely with the Volunteer Strategy & Development and Volunteer Capacity Building teams.

Key responsibilities include the following:

Coordinate Volunteer Strategy & Development Programs and Initiatives

- Spearhead conceptualization and implementation of volunteer development programs to support of nonprofit and city agency partners – specific focus will be placed upon Neighborhood and Affinity Group engagement
- Coordinate the Neighborhood Volunteer Collaborative to increase volunteer numbers throughout New York City in specific neighborhoods: recruiting nonprofits for participation, coordinating training and support in selected neighborhoods, and developing volunteer data tracking and collection system
- Lead the data collection of the annual *NYC Volunteers Count* citywide survey: Develop outreach lists and coordinate with City agencies, nonprofit organizations, and other partners to collect annual citywide volunteer data, summarize content for use in NYC Service's annual April report, and support the Volunteer Strategy & Development Director to execute development of the annual organization-wide report
- Lead the printing and distribution of Mayoral Service Recognition Program certificates in April for National Volunteer Month
- Support research platforms to study volunteer and civic engagement (surveys, canvasses, etc.) as needed

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Advance NYC Service Mission, Values, and Goals

- Represent NYC Service at select events
- Attend meetings with local stakeholders
- Assist with the provision of content for NYC Service social media platforms and the NYC Service e-newsletter
- Be available on select weekends and on select evenings throughout the Fellowship for project
- 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

- Bachelor's Degree (Minimum)
- 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
- Experience creating successful collaboration among diverse stakeholders using indirect authority
- Strong presentation and public speaking skills
- 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