

Eric Adams
Mayor, City of New York

Laura Rog
NYC Chief Service Officer

2022-2023 NYC Service Fellowship Program

Capacity Building Coordinator – Community Support

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 team and staff on a daily basis.

Position Description

The Capacity Building Coordinator – Community Support will lead volunteer capacity building initiatives for nonprofits across the City to increase their ability to effectively and efficiently engage local residents in volunteerism to support their mission and better serve communities. The Capacity Building Coordinator will report to the Senior Capacity Building Manager and collaborate with other NYC Service staff, including an additional Capacity Building Coordinator supporting City Agencies.

Key responsibilities include the following:

NYC Civic Impact Funding

- Evaluate the 2022 NYC Civic Impact Funding opportunity targeting NYC nonprofit organizations that have partnered with NYC Service to help deliver essential services to residents throughout the COVID-19 Crisis
 - Develop and lead a debrief session following the grant term with NYC Service and other funding recipients
 - Develop report that evaluates grantee performance and highlights successes and challenges associated with emergency procurement program design
- Oversee the 2023 NYC Civic Impact Funding Program
 - Coordinate announcement, application process, and overall program implementation
 - Track results and report to Senior Capacity Building Manager
 - Develop and lead a debrief session following the funding term with NYC Service and other funding recipients

Diversity, Equity, Inclusion & Accessibility (DEIA) Programming

- NYC Board Diversity, Equity, Inclusion, and Accessibility Training Series:
 - Evaluate June 2022 training series and coaching support
 - Plan, implement, and evaluate 2023 DEIA Training Series for Non-Profit Boards
 - Liaise with DEIA specialist and coordinate with DEIA Committee
 - Plan, implement, and evaluate 2023 DEIA Training for non-profit organizations

Neighborhood Engagement Portfolio

- Plan, implement, and evaluate the 2022 NYC Service Neighborhood Toolkit Training Series: *Supporting Your Community Through Effective Partnerships & Volunteer Engagement*.
 - Liaise with Neighborhood Engagement consultant and coordinate training series and follow-up consultations with the Senior Capacity Building Manager
- Work with NYC Service Senior Capacity Building Manager to integrate recommendations from 2021-2022 NYC Mutual Aid Network Study across NYC Service Capacity Building programming.

Additional NYC Non-Profit Supports

- In conjunction with the Senior Capacity Building Manager, develop and implement robust support opportunities for all NYC Service non-profit partners, including but not limited to NYC Civic Impact Funding Organizations, organizations taking part in NYC Service DEIA programming, and organizations taking part in NYC Service's Neighborhood Engagement programming.
 - Work with New York Cares, City Agency partners, and consultants to schedule trainings and develop training content
 - Develop and execute surveys as needed to gain feedback on NYC Service offerings and inform future content
 - Analyze data and evaluate training surveys, with eye for challenges faced and areas where support is still needed
 - Develop and recommend addition support opportunities including trainings, workshops, and convenings for organizations

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 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
- Direct volunteer coordination experience
- Experience working at NYC nonprofits (NYC agencies, a plus)
- Self-starter with strong work ethic and a flexible work style in a fast-paced environment
- Prior experience conducting trainings a plus
- Capable of managing against goals and working under tight deadlines
- Excellent computer skills with proficiency in MS Word, Excel, Publisher, and PowerPoint, Outlook
- Excellent written, editing and verbal communication skills with the ability to present information clearly and creatively
- Excellent interpersonal skills including the ability to relate to and provide support for internal staff and external partners
- Experience in relationship management

- Experience with project management
- Excellent organizational skills
- Ability to work both independently and as an effective team member
- Ability to manage many projects simultaneously
- Exceptional attention to detail
- Experience collecting and analyzing data a plus
- Ability to work beyond traditional working hours and schedules, as needed

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.