

Eric Adams
Mayor, City of New York

Laura Rog
NYC Chief Service Officer

2022-2023 NYC Service Fellowship Program

National Service Professional 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 National Service Professional Development Coordinator will support NYC Service's national service (AmeriCorps) programs, reporting to the National Service Member Experience & Professional Development Director.

Key responsibilities include the following:

Member Professional Development:

- Develops elements of the curriculum for professional development for NYC Service AmeriCorps programs and tracks progress on the goals and strategy
- Plan elements of the member orientations, regular member trainings and the annual career fair for all of NYC Service's AmeriCorps programs. This includes space procurement, logistics planning, securing trainers, managing staff roles and placement for those days and leading selected elements of training.
- Create training evaluation plan and surveys, to gauge effectiveness of training and fine tune trainings based on learnings found
- With operations team, oversee training-facing NYC Service member and host site resources including the online portal (which includes all member and supervisor training information) and resource library.

Member Engagement

- Lead key events that support the member experience throughout the program year including Kick Off Event (September), AmeriCorps Week (March) and Recognition Event (June/July)
- Create and implement a strategy for collecting member testimonials for social media, program materials and grant reports
- Lead the selection process for members to become part of the member committee which exists to give members a leadership role in planning events for their fellow members throughout the program year
- Plan and implement, with the support of a committee, a networking & career exploration series

Cross-Program Member Support

- Lead internal committee (comprised of 3-4 members) with other team members on the National Service Program Team

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

- Bachelor's Degree (Minimum)
- Commitment to service year programs and volunteerism (AmeriCorps 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
- Ability to think creatively
- Bilingual abilities 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.