

Eric Adams
Mayor, City of New York

Laura Rog
NYC Chief Service Officer

2022-2023 NYC Service Fellowship Program

National Service Recruitment & Partnerships 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 Recruitment & Partnerships Coordinator will support NYC Service's national service (AmeriCorps) programs, reporting to the National Service Operations Director, with several project elements reporting directly to the Deputy Chief Service Officer, National Service & Fiscal Operations.

Key responsibilities include the following:

Host Site Recruitment & Engagement

- Develop a target list of potential AmeriCorps host sites for the FY24 program year by leading a needs assessment and SWOT analysis with internal stakeholders
- Develop an outreach strategy and plan to engage potential host sites (both community-based organization (CBO) and city agency sites) throughout fall
- Meet with potential CBO host sites and guide them through the guidelines, benefits and process to becoming a host site and work with the team on City agency presentations and materials
- Train other National Service Program Coordinators on CBO outreach as each will have a (smaller) select list of current host site-referred CBOs to meet with as well
- Develop host site application & instructions, member position description template, program FAQs, and application outreach strategy
- Launch host site application and provide technical support to any applicants
- Develop internal host site application review process and lead the review process
- Manage communication with all applicants, including successful host site applicants, and communicate all next steps
- Lead supervisor interview training sessions and provide recruitment support during the application process
- Support the rest of the National Service Operations team with creation, editing and launching of the host site MOU and any pre-member placement documentation needed from host sites

Member Recruitment

253 Broadway – 8th Floor ♦ New York, NY 10007 ♦ 212-788-7550 ♦ www.nyc.gov/service

- Lead the implementation of a new recruitment system created by an outside tech vendor.
- Develop, train team on, and oversee the member application process with input and support from the National Service Program team – includes updating supervisor materials, application, member communication plan and new application technology system training
- Plan information sessions, develop recruitment goals, calendar, and targets
- Attend career fairs and community engagement events, specifically aimed at recruiting members from throughout NYC
- Liaise with NYC Service communications team on recruitment-specific communications needs
- Support the Service Year Operations Team on transition from acceptance to onboarding

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 (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
- 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.