

**NYC Office of the Mayor
Deputy Mayor for Health & Human Services
Center For Economic Opportunity (CEO)
Job Announcement for Social Innovation Fund Program Coordinator**

The NYC Center for Economic Opportunity (CEO) was established by Mayor Michael Bloomberg to develop new and innovative strategies for moving poor NYC residents out of poverty. The initiatives increase education and employment opportunities and foster economic stability. The projects are implemented by 20 City agencies and funded by an annual \$100 million public/private commitment. CEO evaluates all its programs and has an ambitious research and policy agenda.

CEO received a multi-million dollar federal grant through the Social Innovation Fund (SIF) to replicate five of its initiatives throughout the country in partnership with the Mayor's Fund to Advance New York City, MDRC, multiple other city mayors and private foundations.

The Center for Economic Opportunity (CEO) is searching for a Program Coordinator to oversee implementation of the SIF, a private-public partnership. Successful execution of the project will include coordination of CEO staff, independent evaluation firm(s), private foundations, nonprofits, and other government partners.

Salary Range: \$60,000 to \$80,000

Job Responsibilities for the Social Innovation Fund Program Coordinator include, but are not limited to:

- Coordinating program design, operations, and evaluation efforts among CEO, the Mayor's Fund to Advance NYC, evaluators, partner city governments, foundations and others
- Serving as liaison to the Corporation for National and Community Service and the White House Office of Social Innovation
- Supporting fundraising efforts of approximately \$15 million annually from private foundations
- Supporting national learning networks for CEO's Social Innovation Fund (SIF) programs
- Advocating for continued funding of grant program
- Occasional domestic travel

Preferred Qualifications and/or Skills:

- Bachelor's and/or Master's Degree in Public Administration, Business Communication or Urban Planning + 3 years of work experience in the areas of public policy, public administration and/or political science
- Knowledge and experience in city, state and/or federal government
- Demonstrated success at coalition-building and building partnerships
- Highly organized and detail-oriented
- Initiative, persistence, and positive attitude
- Experience with private fundraising
- Familiarity with anti-poverty policies and programs
- Understanding of program design and evaluation

- Flexibility to meet multiple and unpredictable demands
- Strong analytical ability and writing skills
- Ability to work independently and as part of a team

The Center for Economic Opportunity reports to the Deputy Mayor for Health and Human Services. The Deputy Mayor for Health and Human Services assists the Mayor in managing social service delivery in New York City. The Deputy Mayor for Health and Human Services directly oversees the Department of Health and Mental Hygiene, the Health and Hospitals Corporation, the Office of the Chief Medical Examiner, the Department of Correction, the Department of Probation, the Department of Homeless Services, the Human Resources Administration, the Administration for Children's Services which includes the Department of Juvenile Justice, the Department for the Aging and the Center for Economic Opportunity.

Please visit our website for more information on CEO and its programs www.nyc.gov/ceo.

To Apply: Submit a cover letter and resume to: CEO@cityhall.nyc.gov.
Please be sure to indicate the job title you are applying for in your cover letter.

New York City Residency Is Required Within 90 Days Of Appointment
The City of New York and the Office of the Mayor are Equal Opportunity Employers