

**City of New York  
DEPARTMENT OF CORRECTION  
Job Posting Notice**

<b>Civil Service Title:</b> Community Associate	<b>Level:</b> None
<b>Title Code No:</b> 56057	<b>Salary:</b> \$32,321/\$37,169-\$53,788 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Program Manager	<b>Work Location:</b> 75-20 Astoria Boulevard, East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Strategic Planning and Programs	<b>Number of Positions:</b> 1
<b>Job ID:</b> 158207	<b>Hours/Shift:</b> Day Tour

**Job Description**

Under the direction of the Deputy Commissioner for Programs and Strategic planning and Director of Workforce Development, the candidate will manage the “Working I.T. Out” program. This Department of Justice funded green technology initiative has been designed to 1) equip medium to high risk sentenced adult inmates with in demand green technology skills, 2) provide community based training, and 3) link program graduates to full time employment opportunities. The candidate will also lead, and serve as the agency’s point of contact to a collaborative of external stakeholders including the New York City Department of Education, Strive International, and Hostos Community College.

**Specific duties will include:**

- Implement the “Working I.T. Out” program and ensure deliverables are provided in accordance with established time frames and deadlines.
- Oversee, monitor, and resolve operational issues of the program at EMTC and RMSC in collaboration with the EMTC and RMSC (Deputy) Wardens.
- Chair the advisory committee comprised of internal and external stakeholders and design and deliver professional presentations.
- Establish and maintain professional relationships with DOC senior leadership.
- Coordinate with DOE regarding space allocation at EMTC and RMSC, and the implementation and delivery of computer training and contextualized math.
- Coordinate with Strive regarding the implementation and delivery of cognitive based training and case management.
- Coordinate with Hostos Community College regarding the implementation and delivery of OSHA10, basic electric, and energy auditing & weatherization courses.
- Manage the recruitment process and interview candidates at EMTC and RMSC.
- Implement practices and policies for the maintenance and evaluation of the program.
- Track all grant expenditures and prepare budgetary reports for federal audit.
- Develop relationships with the foundation community to identify resources to sustain the program following the expiration of grant funds.

**Minimum Qualification Requirements**

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1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

**Preferred Skills**

Candidates should possess the following: bachelor’s degree, ability to accommodate a flexible work schedule and varying hours, experience with the criminal justice and related system, experience and knowledge of curriculum design, familiarity with the reentry community, valid New York State Drivers License, strong organizational, written and oral communication skills, proficiency with MS Office Suite including MS Access, Adobe Photoshop Premier Elements.

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply**

**For City employees:** Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess). Click on Recruiting Activities > Careers and search for Job ID#158207.

**For all other applicants:** Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#158207.

**Attention: Kathleen Madison**

Submission of a resume is not a guarantee that you will receive an interview.  
Only those candidates under consideration will be contacted.

<b>Posting Date:</b> 08/08/2014	<b>Post Until:</b> 08/23/2014
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**The City of New York is an Equal Opportunity Employer**