City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Community Coordinator	**Level:** none
Title Code No: 56058	**Salary:** $60,000-$70,000 **Frequency:** ANNUAL
Business Title: Program Coordinator for Creative Arts	**Work location:** 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Youthful Offender Programming	**Number of Positions:** 1
Job ID: 204200	**Hours/Shift:** Day Tour

Job Description

The New York City Department of Correction seeks a candidate to serve as a Program Coordinator for Creative Arts. Under the direction of the Assistant Commissioner for Program Operations, the selected candidate will focus on the coordination and administration of creative arts programming. The incumbent will actively develop educational art programming including but not limited to theatrical, drama, creative writing, audio development, mural development, and film production for adolescent and young adult inmate populations. The duties of this position include but is not limited to:

- Developing age appropriate arts programming and engagement strategies for the adolescent and young adult inmate populations in 5 facilities;
- Building the DOC capacity to provide arts programming;
- Developing, implementing, coordinating, and monitoring various types of art programming for individuals in the custody of the Department of Correction;
- Assisting with the development of strategies as well as short and long term goals related to the expansion of arts programming;
- Actively recruiting, engaging, and sustaining partnerships with artists, arts organizations, volunteers and other entities for the purposes of expanding the provision of arts programming;
- Organizing and conducting events showcasing arts by individuals in DOC custody for relevant parties to include other inmates, inmate families and stakeholders;
- Conducting full range of activities related to obtaining funds such as research grant funded opportunities, meet with foundations/potential funders, preparation, development, and submission of proposals;
- complying with all grant reporting and tracking requirements, as required by foundation/donors and other entities;
- Maintaining data and files on art programming efforts and inmate participation;
- Assisting with the quality assurance and monitoring of programs to ensure compliance with newly developed standards;
- Formulating audit protocols, preparing for and performing audits, compiling data, and preparing reports to summarize findings;
- Utilizing data to evaluate, modify and improve programming efforts;
- Developing recommendations to maximize program participation for target populations;
- Serving as the liaison with various agencies and service providers;
- Preparing reports and presentation materials for briefings with external and internal stakeholders;
- Assisting with special projects as necessary and performing related duties as assigned.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or

2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or

3. Education and/or experience equivalent to "1", "2" above. However, all candidates must have at least one year of experience in “1” above.

Preferred Skills

Professional experience in the creative arts field;
Experience with developing programs for individuals within correctional settings;
Proficient knowledge of best practices related to juvenile justice and at risk populations;
Excellent writing, communication, inter-personal, analytical, research, problem solving and organizational skills;
Microsoft Office (Word, Excel, Outlook, PowerPoint) proficiency;
Knowledge of fundraising information sources; proposal writing and institutional donors; basic fundraising techniques and strategies; and familiarity with research techniques for fundraising prospects is a plus.

Residency Requirements

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 and search for Job ID#:204200.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#: 204200

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

Post Date: 08/04/2015	**Post Until Filled**

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