

CIVIL SERVICE TITLE: Administrative Contract Specialist, M1	TITLE CODE NO.: 10095-M1
OFFICE TITLE: Cornerstone Project Manager-Service Learning	SALARY: \$49,492 to \$136,198 (Annual)
DIVISION/WORK UNIT: Service Learning	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) supports youth and community development services through contracts with a broad network of community-based organizations throughout New York City. DYCD is charged with administering city, state and federal funds supporting a wide range of innovative, practical and quality programming that positively impact youth and communities.

DYCD's Cornerstone Program - Cornerstone Community Centers provide engaging activities year-round for young people and adults. Programs are located at New York City Housing Authority (NYCHA) Community Centers throughout the five boroughs.

DYCD is seeking to hire a Program Manager to provide leadership and oversight to the Cornerstone Mentoring Program. The initiative is a special project supported under the City of New York Center for Economic Opportunity (CEO) as part of the City's Young Men's Initiative. It will provide opportunities for young people attending DYCD's Cornerstone Programs to participate in structured, small group mentoring. The program is designed to match youth with caring adults who will mentor these youth during important transitional educational points from grades 5 through 9, creating opportunities for young people to succeed in school, work, and life. The position is a CEO grant-funded with a commitment for one year and year-to-year renewals.

Under the direction of the Service Learning Director, with latitude for the exercise of independent action and decision making, the Program Manager will be responsible to assist in the development, implementation, and monitoring of program progress toward annual goals. Specifically, the Cornerstone Mentoring Program Manager will perform the following duties:

- Oversee existing and new program development and implementation of large scale mentoring program
- Manage day-to-day program operations by analyzing data and developing survey tools, tracking program attendance, mentoring relationships, and academic/other performance for youth and mentors
- Communicate with and coach Cornerstone providers, schools, mentors, and organizational mentoring partners on general operations and work to resolve any problems/questions regarding the program
- Work closely with existing Mentoring site coordinators Provide technical assistance to Mentoring site coordinators at Cornerstone sites and organize training, coaching, and logistical resources for volunteer mentors from private sector as well as outreach to these partners during the school year to ensure programmatic success
- Coordinate technical assistance with the DYCD's Capacity Building Unit and work with technical assistance providers to develop curriculum for mentoring and service learning projects for mentoring as an afterschool activity
- Monitor, coach, and evaluate contracts to build and sustain quality mentoring relationships in late afternoon, early evenings, and on weekends
- Prepare program monitoring and evaluation reports and other related documents
- Ensure fingerprinting of business and community volunteers
- Collaborate and represent agency with CEO and other evaluators
- Perform related work

PREFERRED SKILLS:

- Minimum of six years of relevant experience, at least two of which should have been in a managerial capacity
- MSW preferred
- Experience managing adults, volunteers and partnerships with businesses, nonprofits or schools
- Strong knowledge of best practices in mentoring, youth development, and afterschool initiatives. Familiarity with screening and matching mentors to mentees and overseeing group work.
- Ability to think critically/strategically and be resourceful/entrepreneurial with limited resources
- Demonstrated working knowledge of target population shown through management of programs serving elementary, middle and high school aged youth
- Familiarity with New York City contracting processes
- Extensive knowledge of MS Excel and other software

At the time of interview, all candidates will be asked to submit relevant writing samples

MINIMUM QUALIFICATIONS:

1. A baccalaureate degree from an accredited college and four years of full-time, satisfactory professional, technical or administrative experience in one or more of the following fields: program evaluation, contract negotiations/management, business or public administration, contract community relations, or related fields; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel performing work in program evaluation, contract negotiation/management, business or public administration; or
2. A four year high school diploma, or its equivalent, and six years of full-time, professional, technical or administrative work experience in one or more of the fields cited above; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel as described in "1" above; or
3. A satisfactory equivalent of education and experience as cited above. However, all candidates must have the eighteen months of administrative, managerial or executive experience or experience supervising professional personnel as described in "1" above.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.

<<<NYC RESIDENCY IS REQUIRED CANDIDATES WITH LESS THAN (2) YEARS OF CITY SERVICE>>>

Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.

To APPLY:

Search for the Job ID

#134012

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE. SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

If you do not have access to a personal computer, please visit your local public library

POST DATE: 10/28/13

POST UNTIL: Filled

Job ID# 134012

The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.