

**JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE:</b> Community Associate	<b>TITLE CODE NO.:</b> 56057
<b>OFFICE TITLE:</b> Program Manager	<b>SALARY:</b> \$32,321.00 - \$53,788.00 (Annual)
<b>DIVISION/WORK UNIT:</b> Youth Workforce Development/Young Adult Internship Program (YAIP)	<b>WORK LOCATION:</b> 156 William Street, New York, New York 10038
<b>HOURS:</b> 35 Hours Per Week (minimum)	<b>NUMBER OF POSITIONS:</b> 1

**JOB DESCRIPTION:**

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of Community-Based Organizations (CBO) throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.

The Young Adult Internship Program (YAIP) is DYCD’s workforce development program targeting young adults between 16 and 24 who are not working and not in school. Launched in November 2007, the initiative is funded by Mayor Bloomberg’s Center for Economic Opportunity (CEO), which was created to promote innovative approaches to poverty reduction. Each program promotes the social and professional skills essential to succeeding in today’s competitive marketplace. YAIP features a combination of educational workshops, counseling, and short-term paid internships. The program operates three 14-week cycles each year. YAIP received funding from the Young Male Initiative (YMI) to serve additional participants. YAIP services will be provided by a network of community-based organizations.

Under the supervision of the Director and Deputy Director of YAIP, with latitude to exercise independent judgment, the Program Manager of YAIP will be responsible for assisting in the implementation of various youth workforce development programs organized around internships. Duties include the following:

- Serve as the primary liaison between the agency and Community Based Organization (CBO) contractors;
- Monitor and evaluate contracts to ensure programmatic and contractual obligations are achieved;
- Provide technical programmatic assistance to contractors in developing and enhancing their program design. This includes, but is not limited to assistance in proving their recruitment, assessment, and retention of participants;
- Evaluate and analyze contract performance reports, as well as conduct audits of fiscal documents and participant folders to ensure compliance;
- Participate in contract negotiations;
- Review and approve program plans and budgets;
- Provide technical expertise to contractors in the development stages of their contracts and contract/budget modifications and amendments;
- Make final evaluation of contract performance at the expiration of the contract;
- Make summary reports to higher administrative levels along with recommendations to improve contractor performance;
- Prepare standard reports as designated by senior staff;
- Perform other duties as determined by the Director and Deputy Director of YAIP.

**PREFERRED SKILLS:**

- The candidate should possess strong communication (written & verbal) and interpersonal skills.
- The candidate must also be detail-oriented and a team player.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, and Access).
- Must be willing to travel citywide.

**MINIMUM QUALIFICATIONS:**

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.

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

**NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT**

**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  
#138079**

External Candidates please go to [www.nyc.gov/careers](http://www.nyc.gov/careers)  
Current NYC employees please go to [www.nyc.gov/ess](http://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 library\***

**POST DATE: 1/15/14**

**POST UNTIL: Until Filled**

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