

CIVIL SERVICE TITLE: Administrative Contract Specialist-M1	TITLE CODE NO.: 10095-M1
OFFICE TITLE: YALP Coordinator	SALARY: \$49,492 to \$136,198 (Annual)
DIVISION/WORK UNIT: Literacy	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 services through contracts with a broad network of community-based organizations (CBO) throughout New York City. DYCD is seeking to hire an education coordinator to serve as the Coordinator for the Young Adult Literacy Program (YALP).

The goals of the YALP are to provide young adults (16-24 years old) who lack a high school diploma or its equivalent and lack the necessary skills to enroll in a General Educational Development (GED) Tests preparation program with the academic and social supports necessary to gain the requisite skills to enroll, and to provide disconnected youth with the academic, social and workforce skills necessary to succeed in “next steps” of attaining a GED and obtaining employment.

Under the supervision of the Director of Literacy Programs, with latitude for independent judgment and initiative, the YALP Coordinator will oversee the YALP sites at community-based organizations and the public libraries located throughout the City, and serve as liaison to the funders, Technical Assistance (TA) provider, and the YALP-funded CBO and library sites.

Some specific duties of the YALP Coordinator include:

- Monitor and evaluate funded programs; review and approve work scopes and budgets; perform site visits; in collaboration with the Technical Assistance (TA) provider, provide technical assistance; supervise development of corrective action plans for underperforming programs;
- Prepare detailed written site visit reports for supervisor’s review and approval;
- Convene regular meetings with YALP providers and serve as meeting facilitator;
- Ensure monthly and quarterly reports are submitted by funded providers on a timely basis; analyze data, provide feedback, write and submit aggregate reports.;
- Monitor provider’s program design, works cope and other documentation and procedures to ensure they remain aligned with the stated programmatic goals and objectives;
- Represent the agency at community events, conferences, symposia and other forums on programming for disconnected youth;
- Stay updated on the current research on programming for disconnected youth; and
- Perform related work as required.

PREFERRED SKILLS:

- Computer literate with skills in Microsoft Word, and Excel
- Strong communication (written/verbal) and organizational skills
- Education and coordination background working with CBOs
- Flexible team player with initiative and proven ability to meet deadlines
- Experience with youth programming and internship programs.

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

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
173342**

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 library

POST DATE: 10/30/2014

POST UNTIL: Until Filled

JOB ID #: 173342

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