

CIVIL SERVICE TITLE: Administrative Contract Specialist-Managerial Level 1	TITLE CODE NO.: 10095-M1
OFFICE TITLE: Manager of Partnerships and Special Initiatives	SALARY: \$52,210 to \$85,000 (Annual)
DIVISION/WORK UNIT: COMPASS	WORK LOCATION: 2 Lafayette Street, New York, New York 10007
HOURS: 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) support youth and community services through contracts with a broad network of community-based organizations (CBOs). DYCD's central task is to administer available city, state, and federal funds to a wide range of innovative and quality programs that positively impact youth and communities.

DYCD's Comprehensive After School System of NYC (COMPASS), formerly known as the Out-of-School Time (OST) Program, is the agency's largest initiative and currently serves over 95,000 young people in more than 900 programs across the five boroughs. COMPASS programs take place after school, during school closing days and over the summer.

Reporting to the Deputy Director of Program Quality and Innovation, the Manager of Partnerships and Special Initiatives will be primarily responsible for projects supporting increased participation in COMPASS programs. These projects range from events involving our providers and participants to providing copy for the website. Some specific duties of the Manager of Partnerships and Special Initiatives include:

- Plan and manage COMPASS events; including registration, presentation review, material design, program follow up, etc. This includes working with the Operations Manager to ensure all purchase orders for events are completed in a timely manner.
- Identify, develop, and support strategic partnerships to support COMPASS programs, specifically events that would engage children, youth, and families.
- Manage the Coordinator of Partnerships and Specials Initiatives in daily task completion, external outreach, and various projects/assignments.
- Collaborate with DYCD program units to establish consistent communication and timeliness of system-wide event announcements and updates, including engagement of DYCD intergovernmental staff and press.
- In partnership with DYCD's Communication Unit, develop visual aids that communicate the following but not limited to: monthly activity calendar, one page snapshot of events, excel workbooks, outreach materials, PowerPoint presentations, etc.
- Develop a newsletter that includes information about trainings, special events, and best practices.
- Build relationships with external providers to create resources that support events and Borough wide community building among providers.

PREFERRED SKILLS:

- Bachelor's degree with at least three years of experience in the field of events planning and public relations.
- Strong project management and multitasking skills.
- Strong writing, copyediting skills.
- Strong knowledge of graphic design software(s).
- Working knowledge of afterschool with an emphasis on reaching consumers – parents and youth.
- Experience communicating and working with a large volume of clients.
- Ability to adapt quickly to change and work within a results-oriented, fast-paced work culture.
- Creativity, enthusiasm, and ability to work independently and with multiple stakeholders.

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
223293**

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: 11/19/2015

POST UNTIL: FILLED

JOB ID #: 223293

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