



**DEPARTMENT OF YOUTH & COMMUNITY DEVELOPMENT
JOB VACANCY NOTICE**



CIVIL SERVICE TITLE: Administrative Contract Specialist, M1	TITLE CODE NO.: 10095- 01
OFFICE TITLE: Deputy Director, Corporate Relations	SALARY: \$49,346 to \$125,923 (\$45,758 with less than two years of City service)
DIVISION/WORK UNIT: Youth Employment Programs	WORK LOCATION: 156 William Street, NYC
HOURS 35 Hours Per Week	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

Under the supervision of the Director of Corporate Relations, the Deputy Director of Corporate Relations will be responsible for developing private sector internship opportunities for the Department of Youth and Community Development's (DYCD) youth employment programs. The current programs in this area include NYC Ladders for Leaders, Summer Youth Employment Program (SYEP) and Young Adult Internship Program (YAIP). These programs connect youth to internships, primarily in the corporate sector. Duties include the following:

- Identify potential corporate sector employers and develop/ maintain a network of relationships with hiring authorities
- Support outreach efforts to private sector employers for the Youth Employment Programs
- Work with contracted community based organizations to increase the number of private sector SYEP worksites
- Assist in the development of a sector-based strategy within DYCD's larger Youth Employment Programs
- Assist in providing seminars/ workshops to employers and program participants
- Assist in the development of marketing and presentation materials in support of DYCD's youth employment programs
- Provide ongoing support and communication to employers, program participants and senior management staff on the program including but not limited to screening resumes, assisting in setting up interview appointments, ascertaining the outcome of interviews, monitoring the progress of program participants hired and throughout the internship phase
- Assist in the development and dissemination of an employer survey to ascertain program effectiveness
- Prepare summary reports, talking points, and similar documents for Director of Corporate Relations and Senior Management
- Perform other duties as determined by the Director of Corporate Relations and the Assistant Commissioner for Youth Employment Initiatives

PREFERRED SKILLS:

The candidate should possess strong communication (written and verbal), presentation and interpersonal skills. The candidate should be detail-oriented and demonstrate strong entrepreneurial skills. Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook and Access).

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 WITHIN 90 DAYS OF APPOINTMENT**

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER (INCLUDE JVN #) TO:
Karen Alexander, Assistant Commissioner
NYC Department of Youth and Community Development, Office of Human Resources
156 William Street, 3rd Floor
New York, New York 10038
Or e-mail Opportunities@dycd.nyc.gov
Visit www.nyc.gov/dycd

SUBMISSION OF APPLICATION IS NOT A GUARANTEE OF INTERVIEW

POST DATE: 6/24/08

POST UNTIL: Until Filled

JVN #: 261-08-056

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