JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Associate Contract Specialist	**TITLE CODE NO.:** 40562
OFFICE TITLE: Program Manager	**SALARY:** $58,365 to $76,478 ($50,752 with less than 2 years of City service)
DIVISION/WORK UNIT: Young Adult Internship Program (YAIP)	**WORK LOCATION:** 156 William Street, New York, New York 10038
HOURS **21 Hours Per Week** **3 days schedule of Tuesday, Wednesday, and Thursday.**	**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. 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), which is supported from the Mayor's Center for Economic Opportunity (CEO), will target disconnected youth and prepare them to enter the workforce or resume their education by providing them with publicly subsidized short-term internships throughout the year. Internships, which will be in the public, private and non-profit sectors, will be combined with support services and assistance in obtaining permanent employment or educational services. YAIP services will be provided by a network of community-based organizations.

Under the supervision of the Deputy Director of the Young Adult Internship Program, 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;
- Direct corrective action planning for underperforming CBO contractors;
- Provide technical support to contractors in developing and enhancing their program design. This includes, but is not limited to assistance in improving participant recruitment, assessment, internship placements, and retention;
- Evaluate and analyze contract performance reports, as well as conduct audits of fiscal and programmatic documents to ensure compliance;
- Participate in contract negotiations;
- Review and approve program work-plans and budgets;
- Make final evaluation of contract performance at the expiration of the contract term;
- Submit summary reports to higher administrative levels along with recommendations to improve contractor performance;
- Prepare standard reports as assigned by senior staff;
  Knowledge in using online databases to monitor contractor and participant performance;
- Show comfort with traveling citywide.
- Perform other duties as determined by the Director and Deputy Director of YAIP.

PREFERRED SKILLS:

• Excellent communication (written & verbal) and excellent interpersonal skills.
• Well organized, detailed oriented and team player.
• Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, and Access.

MINIMUM QUALIFICATIONS:

1. A baccalaureate degree from an accredited college and two years of full-time satisfactory professional, technical or administrative experience in one or more of the following fields: program evaluation, contract negotiations/management, fiscal/financial management, or project management; or

2. A four year high school diploma, or its educational equivalent, and six years of full-time, satisfactory professional, technical or administrative work experience in one or more of the fields cited above; or

3. Education and/or experience equivalent to **"1"** or **"2"** above.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.
<<<NYC RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT>>>

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NEW YORK CITY RESIDENCY IS REQUIRED

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 THAT YOU WILL RECEIVE AN INTERVIEW

POST DATE: 10-08-09	**POST UNTIL: Until Filled**	**JVN #: 261-10-015R**

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