

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: College Aide 2	TITLE CODE NO.: 10209 - 02
OFFICE TITLE: PRPD Graduate Student Intern	SALARY: <u>2nd year+ Graduate Level</u> - \$16.28 to \$17.47 per hour
DIVISION/WORK UNIT: Planning, Research & Program Development	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS Flexible schedule, up to 20 hours per week during the school year and up to 35 hours per week during school breaks and summer. <i>Temporary Position until June 30, 2011</i>	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

DYCD's Planning, Research and Program Development (PRPD) unit performs program development, planning and reporting functions for the agency, including developing the requests for proposals (RFPs) through which agency funding is dispersed to nonprofit, community-based service providers. PRPD also gathers background information and data for DYCD's strategic planning initiatives; works to maximize the amount of funding DYCD and its contracting agencies receive from a wide variety of State and Federal agencies; conducts program evaluations; analyzes and reports on agency indicators and performance measures to City oversight entities; and collaborates with other City, State and non-profit agencies through joint initiatives addressing a range of service issues affecting children, families and communities. PRPD staff conducts internal program evaluations of DYCD initiatives and serve as liaisons to outside evaluators.

The internship will provide support to:

Research staff, including the Assistant Commissioner for PRPD, assists in the development of Requests for Proposals (RFPs), and assists in tasks related to program evaluation, outcomes reporting and outcome surveys.

Specific duties may include:

Working closely with PRPD staff to develop agency RFPs in areas such as immigration, fatherhood, youth employment, service learning and anti-poverty initiatives and working with agency staff to develop, design and track projects funded through the American Recovery and Reinvestment Act (ARRA). Specific responsibilities may include gathering and presenting data; conducting research and drafting research memoranda; interviewing experts in person or by telephone; conducting focus groups with current service providers, experts and/or advocates; participating in policy-setting meetings; preparing for and attending NYC Council hearings and other community forums; writing and revising RFP documents; and developing rating guides for the evaluation of proposals received in response to the RFPs.

In the area of program evaluation, responsibilities may include:

Conducting literature reviews; gathering information about existing surveys; assisting in creating new survey instruments; assisting with survey administration, program observations, data analysis and report-writing; drafting instructions on outcomes reporting; and serving as a liaison to outside evaluators.

PREFERRED SKILLS:

PRPD seeks a graduate student pursuing a degree in areas such as public policy, public administration, government, nonprofit management/evaluation, education or in the social sciences. The preferred skills include analytic thinking, strong writing and copy-editing, and communication and consensus-building skills. As the work involved is often dynamic and time sensitive, the intern should be detail oriented, yet flexible enough to adjust as circumstance and need require. Familiarity with program costing, evaluation, budgets spreadsheet and statistical software is also desirable.

MINIMUM QUALIFICATIONS:

Candidates must be currently enrolled in a graduate degree program in an accredited college, university or law school.

*****NOTE: Applicants will be required to submit an official transcript as proof of class standing and enrollment as described above*****

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

<<<NYC RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT, HOWEVER, CITY EMPLOYEES IN CERTAIN TITLES WHO HAVE WORKED FOR THE CITY FOR 2 CONTINEOUS YEARS MAY ALSO BE ELIGIBLE TO RESIDE IN NASSAU, SUFFOLK, PUTNAM, WESTCHESTER, ROCKLAND, OR ORANGE COUNTY.

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: 05/21/10	POST UNTIL: Filled	JVN #: 261-10-035
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The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.