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DEPT OF ENVIRONMENT PROTECTION
Job Posting Notice

Job ID:	152048	**# of Positions:**	1
Business Title:	Workforce Development & Non-Profit Coordinator		
Civil Service Title:	ADMINISTRATIVE STAFF ANALYST (		
Title Code No:	1002D	**Level:**	00
Proposed Salary Range:	$ 54,740.00 - $146,276.00 (Annual)		
Work Location:	250 Broadway, N.Y.		
Division/Work Unit:	Sandy HRO Administration		

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Job Description

The Federal government administers the Community Development Block Grant Program (CDBG) to provide communities with resources that address a wide range of needs. These funds are designed to assist cities, counties and states recover from disasters. The mission of NYC Housing Recovery is to return Sandy-impacted residents in New York City to permanent, safe and sustainable housing.

The Mayor's Office of Housing Recovery Operations is seeking a Workforce Development and Non-Profit Coordinator to work with the Director of the Housing Recovery Office to support a high-quality, local workforce in rebuilding efforts by fostering the employment of local residents through Section 3. The coordinator will be responsible for:

• Leading a working group including community groups, labor organizations, and other partners to advise on workforce development initiatives and help in developing solutions

• Partnering with local community groups and elected officials to hold recruitment events with unions, pre-apprenticeship programs, and workforce development programs to recruit local residents for construction careers
• Liaising with and engaging Non-Profit partners in Superstorm Sandy damaged areas to further Housing Recovery programs.
• Engaging local workforce development partners in coordinating Section 3 implementation. The coordination of Section 3 entails:

o Understanding Section 3 requirements and monitoring program compliance.
o Developing and implementing process to track Section 3 compliance
o Working closely with City partners and outreach programs to increase Section 3 compliance plan.
o Overseeing compliance with Section 3 requirements
o Obtaining information necessary to remit Section 3 annual reports as required by HUD

** This is a long-term temporary grant funded position with an estimated duration of up to 18 months.

Minimum Qual Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or

2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Preferred Skills

• Minimum of 6-10 years of program management or community coordination experience
• Bachelor’s degree in management, government, or public policy preferred
• Experience working with client management or other tracking software
• Excellent communication, organizational, and managerial skills
• Social Services, Workforce Development, and/or construction and labor experience is preferred

Additional Information

** This is a long-term temporary grant funded position with an estimated duration of up to 18 months.

To Apply

To apply click "Apply Now"

NYC DEP is an Equal Opportunity Employer

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE: 06/12/2014

POST UNTIL: Until Filled