CITYWIDE VACANCY NOTICE

Civil Service Title:	Community Coordinator	Salary:	$62,868* - (City minimum) $72,298** - (City maximum)
Title Code:	56058	Number of Positions:	1
Office Title:	Trainer, Older Adult Training & Employment	Work Location:	2 Lafayette Street, NYC
Division/Work Unit:	Bureau of Social Services/ Workforce & Community Development		

Additional Information:

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.8 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.

Topics to include resume writing, interview skills, computer/digital literacy, Microsoft Office 365 (Word, Excel, etc.), One Drive/SharePoint, emailing, calendaring, smartphone usage, virtual conferencing, and other skills to prepare older adults to re-enter the workforce for both remote and in-person employment. Candidate must have experience in designing and delivering curricula and lesson plans. Experience with LMS preferred but not required. Candidate must be able to conduct training in both a virtual and in-person classroom. The Trainer, Older Adult Training and Employment duties will include but not be limited to the following:

Create curriculum and deliver lessons to older adult workforce participants both virtually and in-person. Curriculum topics include general digital literacy, Microsoft Office, remote work techniques and etiquette, participation in and management of virtual conferencing, use of smartphone for employment, use of technology in job search, resume, research, and job interviews, etc.

- Provide instructions, coaching, and motivation to help older adults overcome obstacles in learning technology in order to obtain employment.

- Manage classroom to create an environment conducive to learning.

- Maintain log of hardware inventory and technical issues of classrooms.

- Design and administer assessment for pretest and learning outcome measurement.

- Report all classroom and trainee issues to Director with proper documentation.

- Participate in mandatory training, meetings and other activities sponsored by NYC Aging as needed.

- Assist Director and other unit personnel in program operations.

- Work closely with job development staff to provide input on participants who are job ready and can be referred for job openings.

- Work closely with the Director to develop a system to track individual participant attendance and learning progress.

- Stay up to date on technology and labor market trends to modify and adjust curriculum as needed.

- Make recommendations for job ready trainees and keep full and timely record of participants' work and prepare periodic reports for the Director.

*Non-City rate (non-City candidates & candidates with less than 2 years of City Service)
**City maximum rate (Candidates with 2 or more active years of City Service)

Minimum Qualifications:

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above;

2. High School graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties described above; or

3. Education and /or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills:

- One year of full-lime (or equivalent) experience in designing curriculum and teaching job, readiness topics in higher education, non-profit organizations, or government agencies a plus.

- Well-versed and well-rounded in technology.

- Proficient with Microsoft Office; experience with Microsoft Power Automate.

- Candidate must be flexible, creative and able to adapt.

- Ability to research and learn about new teaching methods or programs is a plus.

- Candidate must express passion about teaching and training.

- A baccalaureate degree in Information Technology/Computer or Business a plus.

- Experience with workforce and/or vocational training preferred.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED FOR THIS POSITION

TO APPLY
Please be sure to submit a resume & cover letter when applying.
All current City Employees may apply by going to Employee Self Service (ESS) http://cityshare.nycnet/ess
Click on Recruiting Activities/Careers and Search for Job ID # 712663
All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 712663

| Posting Date: | **May 23, 2025** | Post Until: | **Filled** | JVN No. | **125-25-44 CW** |