

CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE

Civil Service Title:Community Coordinator (Per-Diem)

Salary:\$33.33 Hourly* - (City minimum)
\$38.33 Hourly**- (City maximum)

Title Code:56058

Number of Positions:1

Office Title:Community Manager
Secure Assets for Elder Women (SAFE)

Work Location:2 Lafayette Street, NYC

Division/Work Unit:Bureau of Social Services/Office of Elder Justice

Additional Information:

This Per Diem position is full-time (35 hours per week) and is paid an hourly rate. Per Diem employees who work 35 hours/week receive health and dental benefits. Leave accrual rates for annual leave and sick leave is based on hours worked. Paid holidays will commence after 18 months of full-time employment.

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.

The Secure Assets for Elder Women (SAFE) program is a newly initiative focused on preventing financial exploitation and fraud targeting older adult women. This program will develop and deliver specialized training to older adult women, and employees of financial institutions, including financial education organizations and banks, to strengthen protections against financial abuse and exploitation.

NYC Aging is seeking a dynamic and highly motivated Community Manager, Secure Assets for Elder Women (SAFE) to lead a newly envisioned initiative focused on preventing financial exploitation and fraud targeting older adult women. This program will develop and deliver specialized training to older adult women, and employees of financial institutions, including financial education organizations and banks, to strengthen protections against financial abuse and exploitation. The Community Manager will be responsible for building partnerships, designing and implementing impactful trainings, and serving as the primary point of contact for all training-related efforts.

The ideal candidate is someone with deep expertise in elder abuse, financial exploitation, consumer fraud and the financial services sector, as well as strong skills in outreach, relationship management, and program development. The ideal candidate will be a strategic doer who thrives in an independent work environment, balancing multiple priorities while ensuring the program's objectives are met. This role is an opportunity to shape a groundbreaking program and lead efforts to protect older adult women from financial exploitation. We are looking for a leader who is passionate, resourceful, and ready to drive real impact in financial abuse prevention. Duties of the Community Manager include but are not limited to.

Establish and Manage Partnerships:

- Identify and build relationships with banks, financial institutions, nonprofit organizations, and government agencies identify training needs and opportunities for collaboration.
- Serve as the primary point of contact for external partners, responding to inquiries and coordinating training logistics.
- Work with financial institutions to incorporate financial elder abuse and fraud prevention strategies into their existing compliance and training structures.
- Represent the program at stakeholder meetings, working groups, and conferences to advocate for stronger financial protections and enhanced fraud detection systems.

Develop and Deliver Training Programs:

- Design and implement tailored training sessions on financial elder abuse and exploitation for bank employees, financial educators, and older adult women.
- Create accessible, engaging, and culturally competent training materials, including presentations, toolkits, and online resources.
- Schedule and conduct in-person and virtual training sessions, ensuring clear communication of best practices in fraud prevention and financial safety.
- Ensure that all deliverables are met within established timeframes and funding requirements.

Monitor and Evaluate Program Impact:

- Track participation in trainings and collect feedback from attendees to assess effectiveness and identify areas for improvement.
- Maintain detailed records of training activities, partner engagement, and program outcomes for reporting purposes.
- Regularly review and update training content to reflect emerging trends, scams, and regulatory changes affecting older adults.

*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: <ul style="list-style-type: none"> • Deep knowledge of elder abuse, financial exploitation, scams, and consumer fraud prevention. • Experience working in banking, financial education, social services, elder justice, or a related field. • Strong public speaking and facilitation skills, with experience delivering trainings to diverse audiences. • Proven ability to build and manage partnerships with financial institutions, community organizations, and government agencies. • Excellent communication skills, including the ability to translate complex financial abuse issues into actionable strategies for different stakeholders. • Highly organized, independent, and proactive, with the ability to lead a new initiative and manage multiple priorities. • Experience developing educational materials, toolkits, or training resources. • Familiarity with regulatory frameworks and financial protections for older adults is a plus. 		
NOTE: NEW YORK CITY RESIDENCY IS REQUIRED FOR THIS POSITION		
<p style="text-align: center;"><u>TO APPLY</u></p> <p style="text-align: center;">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 # 711176 All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 711176</p>		
Posting Date: May 23, 2025	Post Until: Filled	JVN No. 125-25-44 CW