

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title: <u>Community Coordinator (Per-Diem)</u>	Salary: <u>\$38.32 Hourly* - (City minimum)</u> <u>\$51.73 Hourly** - (City maximum)</u>
Title Code: <u>56058</u>	Number of Positions: <u>1</u>
Office Title: <u>Professional Development Trainer</u>	Work Location: <u>2 Lafayette Street, NYC</u>
Division/Work Unit: <u>Division of Operations & Administration/Training & Professional Development</u>	

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 Office of Human Resources (OHR) is responsible for the agency's human capital administration, which includes employment and recruitment, human resources, civil service administration, employee and labor relations, training and professional development, timekeeping & payroll, employee benefit programs, performance management, employee recognition, agency-wide events, and partnering with citywide and oversight agencies to facilitate the agency's workforce management business needs.

NYC Aging seeks a dynamic and motivated individual with demonstrated knowledge and experience to serve as a Professional Development Trainer in the Office of Human Resources Training & Professional Development Unit. This unit specializes in civil service education, career counseling, citywide compliance training, and professional development initiatives. The selected candidate will report to the Director of Learning & Professional Development. Duties for this position include but are not limited to:

- Administer trainings for agency-wide initiatives.
- Liaise with vendors and partners related to professional development trainings.
- Coordinate training projects, promote up-skilling opportunities, track agency participation and compliance.
- Obtain and report employee feedback, identify skills gaps through research and surveys.
- Perform related duties assigned by the Director as needed.

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:

- Excellent oral and written communication skills preferred.
- 3+ years of training experience; adept public speaker a plus.
- Ability to build and maintain strategic relationships with stakeholders.
- Preferred candidate should be self-starter; works independently and well with others across various teams and at all levels of the organization.
- Preferred candidate should possess ability to demonstrate creative thinking and manage multiple projects simultaneously.
- Working knowledge of NYCityLearn a plus.
- Prior experience as a training liaison preferred, not required.
- Experience with City government preferred, not required.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

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 #692335

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #692335

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **February 11, 2025**

Post Until: **Filled**

JVN No. **125-25-27 CW**