

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$62,868* - (City minimum) \$72,298** - (City maximum)</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Job Developer</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
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.

For five decades, the Department for the Aging's Older Adult Workforce Programs have supported New Yorkers who are unemployed or underemployed, find new opportunities where they can utilize their skills and knowledge. The Older Adult Employment Program is designed to help New York City residents aged 55 and above secure employment and develop new skills in various professional fields. It is part of the federal Senior Community Service Employment Program (SCSEP) and has been supporting older adults in finding job opportunities for over 50 years.

The responsibilities of the Job Developer position include, but are not limited to:

- Develop and execute a plan to build and sustain a pool of quality employers, training partners, host sites, and other stakeholders that will position program participants for success in securing and retaining employment.
- Assess, demand and gather input from stakeholders to better understand the workforce development needs of older adults.
- Knowledgeable of workforce development field, its best practices, and key institutional players.
- Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- Engage employers in defining workforce needs, identifying hiring challenges and opportunities, and specifying skills and proficiencies needed to fill available roles.
- Develop and refine talent recruitment models and processes based on employer information that help to connect program participants to high-quality career opportunities.
- Develop and share insights from interactions with industry and sectors across NYC, to enhance employer and training engagement strategies.
- Provide necessary supports to program participants to maintain employment and verify retention information.
- Conduct orientations, workshops, assessments, and other programmatic duties as assigned by the Program Director.
- Create, track, and analyze program data; actively participate in developing a Continuous Quality Improvement (CQI) culture.
- Perform other tasks as assigned by the Program 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:

- Willingness to expand and understand the NYC workforce development ecosystem a plus.
- Strong understanding of employer hiring needs; existing relationship with employer and training partners preferred.
- Ability to perform complex tasks and manage multiple projects with limited supervision and in a timely manner.
- Experience in building trust and fostering collaboration with clients and program partners a plus.
- Strong verbal and written communication skills.
- Ability to prioritize, be assertive, detailed oriented, self-starting and a willingness to take ownership and follow through.
- Ability to comprehend and interpret instructional documents such as reports and procedure manuals.
- Proficient in Microsoft Word, Excel, and Outlook a plus.
- Ability to work in fast paced environment.
- Strong interpersonal skills; ability to effectively communicate with stakeholders verbally and through written communication a plus.
- Work cross-functionally with a willingness to “get things done” while promoting a collaborative work environment.
- Preferred candidate should be a strategic thinker who can put ideas into practice.
- Ability to travel throughout NYC program locations and required meetings.
- Attend external meetings, which may include meetings in the evening or weekends.
- Ability to perform tasks with limited supervision and in a timely manner.

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 #698573

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #698573

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

Posting Date: **June 12, 2025**

Post Until: **Filled**

JVN No. **125-25-46 CW**