

CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE			
Civil Service Title:	College Aide I	Salary:	\$17.00 - \$21.40 Hourly
Title Code:	10209	Number of Positions:	1
Office Title:	College Aide	Work Location:	2 Lafayette Street, NYC
Division/Work Unit: Division of Operations & Administration / Office of Emergency Preparedness & Response (OEPR)			
Additional Information: <i>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.</i> <i>As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.</i>			
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. NYC Department for the Aging's Office of Emergency Preparedness & Response (OEPR) manages mitigation, preparedness, response, and recovery initiatives for the Department for the Aging and its community partners. In the event of an emergency oversees their activation and post activation procedures. NYC Aging’s Office of Emergency Preparedness and Response (OEPR) seeks a College Aide to assist with emergency management and business continuity projects. The role involves supporting the design, updates, circulation, and collection of provider emergency and continuity plans, working under the Director, Strategic Operations & Administration, collaborating with emergency preparedness staff, and participating in relevant trainings. The position is designed as a part-time developmental opportunity for someone pursuing a career in emergency management focused on vulnerable populations. - Assist in the design, content updates, and formatting of provider emergency response plans. - Circulate and collect emergency response and continuity of operations plan documents from providers. - Support tracking and organization of plan components for compliance and readiness. - Participate in city, state, and federal emergency management trainings and exercises as designated. - Provide administrative and operational support for OEPR initiatives to enhance all-hazards preparedness. - Maintain accurate documentation and records related to emergency preparedness activities. - Contribute to OEPR’s mission of strengthening emergency response capacity for vulnerable populations. - Collaborate with Emergency Preparedness Specialists and the Senior Director to gain hands-on subject matter experience.			
Minimum Qualifications: Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.			
Preferred Skills: - Freshman or Sophomore pursuing a concentration in political science, public administration, emergency management, or operations management and analytics. - Intermediate level experience with Microsoft Office Suite (Excel, PowerPoint, Visio). - Strong written, verbal, organizational, analytic, and interpersonal communication skills. - Possesses strong ability to multitask and work collaboratively with all levels of staff, supervision and management. - Ability to work under pressure a plus. - Self-directed worker with ability to work effectively with other NYC Aging units, other agencies and community partners preferred.			
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 # 725484 All other applicants, please go to www.nyc.gov/careers/search and search for Job ID # 725484 Please do not email, mail or fax your resume to NYC Aging directly.			
Posting Date:	October 16, 2025	Post Until:	Filled
JVN No.	125-26-09 CW		