

**City Service Corps Position Description**

<b>Title of City Service Corps Member:</b> Diversity, Equity and Inclusion Coordinator
<b># of Members Assigned to Project:</b> 1
<b>Sponsoring Organization:</b> NYC Service, Office of the Mayor
<b>Project Name:</b> City Service Corps
<b>City Agency &amp; Division:</b> Department of Records and Information Services / Municipal Archives
<b>Location:</b> 31 Chambers St.
<b>Schedule:</b> 9-5 or 8-4 (maximum of 4 Saturdays or evenings a month)

PLEASE NOTE: The duties and responsibilities in this service position description may be subject to change. In the rare event that there are any changes, members will be notified prior to beginning the service year and the position description will be amended. All changes will be reviewed and approved by NYC Service.

<b>Assignment Objectives and Member Activities (September 2024 – June 2025)</b>	<b>Planned Period of Work</b>
<p><b>Goal of Project (750 character limit):</b></p> <p>Continue to Implement and develop a sustainable Diversity Equity and Inclusion initiative that will focus on capacity building for a strategic program at DORIS based on the Service Member FY24 accomplishments. This work will include broadening access to library and archival collections, educating and engaging staff in best practices for inclusive description, and initiating community engagements that may inform the development for the program, and identifying future staffing needs to continue to explore and improve the accessibility of the Agency’s collections.</p>	<p>September 2024 – June 2025</p>
<p><b>Objective (1000 character limit):</b> Orientation, Review/Assessment and Planning</p> <p><b>Member Activities (2500 character limit each):</b></p> <ol style="list-style-type: none"> <li>1. Introduction to the agency and the Municipal Archives and Library collections and practices.</li> <li>2. Review FY 24 Member description and work files.</li> <li>3. Research Municipal Library and Archives Collections</li> <li>4. Research and map the communities that are subjects in the collections</li> <li>5. Host one staff engagement session on reparative description</li> </ol>	<p><b>09/24-12/24</b></p> <ul style="list-style-type: none"> <li>- 09/01/24-10/31/24</li> <li>- 09/01/24-12/30/24</li> <li>- 11/01/24 – 12/30/24</li> <li>- 11/01/24 – 12/15/24</li> <li>- 12/01/24 – 12/30/24</li> </ul>
<p><b>Objective (1000 character limit):</b> Outline and Plan reparative description projects</p> <p><b>Member Activities (2500 character limit each):</b></p> <ol style="list-style-type: none"> <li>1. Develop and continue to refine a best-practices guide for collection remediation</li> </ol>	<p><b>(Dec. 2024-June 2025)</b></p> <ul style="list-style-type: none"> <li>- 01/01/25- 01/31/25</li> </ul>

<b>Assignment Objectives and Member Activities (September 2024 – June 2025)</b>	<b>Planned Period of Work</b>
<ol style="list-style-type: none"> <li>2. Coordinate with External Affairs to host community engagement project orientation and feedback, and organize one event.</li> <li>3. Working with EEO and Accessibility team, create evaluation criteria for hosting community engagement sessions, and feedback forms.</li> <li>4. Review and refine a best-practices guide for outreach and community engagement work</li> <li>5. Report on outreach and community engagement based on criteria and feedback.</li> </ol>	<p>- 02/01/25-03/31/25</p> <p>- 03/2025</p> <p>- 04/25</p> <p>- 04/25</p>
<p><b>Objective (1000 character limit):</b> Facilitate staff and community engagement sessions</p> <p><b>Member Activities (2500 character limit each):</b></p> <ol style="list-style-type: none"> <li>1. Outline structure and content of staff engagement sessions</li> <li>2. Host staff and community engagement session. This includes reviewing feedback and report on criteria, and implementing enhancements/changes, etc.</li> <li>3. Develop a toolkit to be used to expand community partnerships</li> </ol>	<p><b>04/25-07/25</b></p> <p>- 04/01/25 - 04/30/25</p> <p>- 04/01/25 – 07/31/25</p> <p>- 06/01/25 – 07/31/25</p>

**Preferred Skills and Qualifications:**

- Excellent writing skills
- Proficiency in MS365
- Experience coordinating and mediating events
- Experience with using library and archival resources
- Strong organizational skills