

### City Service Corps Position Description

<b>Title of City Service Corps Member:</b> Outreach 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
<b>Location:</b> 31 Chambers Street, Room 305, New York NY 10007
<b>Schedule:</b> M-F 9-5 (maximum of 4 Saturdays or evenings monthly)

**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 :</b></p> <p>The project goal is to engage a diverse public with 100 historical records from the City’s Archives that reflect city government’s efforts and struggles to achieve equity. The City will mark two momentous historical events—the 1625 establishment of the City of New York and the 1776 founding of the United States. These anniversaries offer opportunities to connect the City’s diverse communities with its history. The Member will participate in the agency’s project to identify the key records, develop and implement outreach strategies, create materials and facilitate community conversations. We hope to frame a common understanding of both our past and present challenges and future possibilities. The Member will be the prime contact for community stakeholders and will aim to conduct informational outreach to 300 organizations and facilitate discussions with 30 groups.</p>	<p><b>September 2024 – June 2025</b></p>
<p><b>Objective 1:</b></p> <p>The Outreach Coordinator will conduct research within the collections in collaboration with the internal stakeholders to identify 100 records that document the interplay of communities with their government between 1645 and the present that will resonate with the City’s diverse communities.</p> <p><b>Member Activities:</b></p> <ol style="list-style-type: none"> <li>1. Become familiar with the types of records in the Municipal Archives;</li> <li>2. Engage with DORIS’s cross-division team to identify records that reflect government-community interactions during the past 400 Years; and</li> <li>3. Participate in developing themes that resonate within the City’s diverse communities.</li> </ol>	<p><b>September, 2024 – December, 2024</b></p>

<b>Assignment Objectives and Member Activities (September 2024 – June 2025)</b>	<b>Planned Period of Work</b>
<p><b>Objective 2:</b> The Outreach Coordinator will collaborate on developing informational materials, working with agency personnel and consultants.</p> <p><b>Member Activities:</b></p> <ol style="list-style-type: none"> <li>1. Shape the language used for community engagement;</li> <li>2. Develop content for mini-exhibits and handouts;</li> <li>3. Develop content for social media; and</li> <li>4. Develop interactive materials for facilitated discussions.</li> </ol>	<p><b>September, 2024- February, 2025</b></p>
<p><b>Objective 3:</b> The Outreach Coordinator will play a central role in identifying organizations throughout the City to participate in community-based discussions of our past and present.</p> <p><b>Member Activities:</b></p> <ol style="list-style-type: none"> <li>1. Analyze community needs and demographics to determine to identify possible partners;</li> <li>2. Attend community functions to promote the project and attract interested community partners;</li> <li>3. Recruit community partners through email, phone calls, social media and other outreach activities; and</li> <li>4. Maintain detailed records of outreach activities and report on metrics.</li> </ol>	<p><b>December, 2024 – June, 2025</b></p>
<p><b>Objective 4:</b> The Outreach Coordinator will schedule and facilitate discussions that connect community members with historical information (both virtually and physically) in order to develop a better understanding of our complex past and potential for a more equitable future.</p> <p><b>Member Activities:</b></p> <ol style="list-style-type: none"> <li>1. Schedule online and in-person facilitated discussions and coordinate with agency and volunteer discussion leaders for the events;</li> <li>2. Coordinate with the agency’s language service and disability access coordinators to schedule required resources;</li> <li>3. Conduct facilitated discussions with community groups, with an emphasis on in-person dialogues; and</li> <li>4. Maintain detailed records and report on agreed-upon metrics.</li> </ol>	<p><b>January 2025 – June 2025</b></p>

**Preferred Skills and Qualifications:**

- Excellent research skills and a solid understanding of historical methods or willingness to learn;
- Careful attention to detail and strong organizational and project management skills;
- Comfort with public speaking; and
- Previous experience with grassroots community engagement and volunteer services preferred;
- A bachelor’s degree in Education, History, Archival/Museum/Library Studies or Communications a strong plus.