

**THE YOUNG MENS INITIATIVE
NYC OFFICE OF THE MAYOR
JOB DESCRIPTION FORM**

Job Title: Project Coordinator, Young Men's Initiative

Position Summary: [The Young Men's Initiative](#) is the nation's most comprehensive municipal effort to tackle the broad disparities slowing the advancement of Black and Latino young men. Through an innovative public-private partnership, the City has invested in new programs and policies that are designed to address disparities between young Black and Latino men and women, and their peers across numerous outcomes related to education, health, employment, and the criminal justice system.

The Project Coordinator will lead the project management of special projects with the direction of YMI leadership, including the commissioning of relevant research studies and the development of new initiatives in response to the COVID-19 crisis and its disproportionate impact on communities of color.

Specific duties may include:

- Assist in coordinating the management and implementation of the [TRIE Neighborhood Coalitions](#)
- Support the management of the various [#MentorsMatter initiatives](#)
- Project manage various new research projects for YMI including the YMI COVID-19 study, [NYC Men Teach](#) report, and the second [YMI Disparity Report](#)
- Assist in the management of workforce development and justice reform initiatives
- Support the development of private-public partnerships through research and meeting preparations

Reports to: Executive Director & Deputy Executive Director

Direct Reports: N/A

Key Relationships: Works closely with staff throughout the Young Men's Initiative and other city agency partners, including but not limited to New York City Service, Center for Youth Employment, Mayor's Office of Workforce Development, New York City Department of Education, Department of Youth and Community Development, and community-based organizations.



Qualification Requirements:

Minimum

A baccalaureate degree from an accredited college and three years of satisfactory, full-time experience related to the projects and policies to be studied in the above position.

Preferred

- Five years of experience or more in relevant programming areas or a related role in the nonprofit, for-profit, or public sector
- Deep understanding of the needs, challenges, priorities, and best practices of programming related to youth employment and youth development issues, including education programming
- Outstanding interpersonal and communication skills, including the ability to work well and communicate with a variety of audiences, e.g., employers, providers, and agency officials
- Ability to work under stringent deadlines and handle simultaneous assignments
- Experience creating successful collaboration among diverse stakeholders
- Passion, commitment, and creativity

Compensation

This compensation rate for this position is \$27.50/hour. Hours for this position are flexible up to 35 hours per week.

All applications should be submitted to YMI@cityhall.nyc.gov by May 7th.