



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

Job Title: Special Assistant, Young Men's Initiative

Position Summary

[The Young Men's Initiative](#) (YMI) 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 Special Assistant will assist with project management on special projects 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. Additionally, this person will coordinate external affairs including the management of social media and email correspondence. Lastly, this individual will perform some administrative tasks.

Events / External Affairs Focus

- Support the planning and management of YMI summer programming and events; support planning and execution for special events
- Write the [YMI Newsletter](#) and manage the YMI email account, including responding to constituents
- Manage social media strategy development and implementation for YMI's accounts (Facebook, Instagram, LinkedIn, and Twitter)
- Support social media and external affairs for select YMI funded campaigns in partnership with YMI team leads, including the Civilian Complaint Review Board public awareness campaign the NYC Men Teach media campaign

Programmatic Focus

- Support the implementation of the [TRIE Neighborhood Coalitions](#)
- Support the development and management of new and current workforce development private/public partnerships
- Coordinate the review process of [the Community Crisis Rapid Response Initiative III](#)
- Aid the implementation of new expansions to existing legacy programming
- Support ongoing working group meetings and other tasks as related to legacy program operations

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 the Civilian Complaint Review Board, 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 two years of satisfactory, full-time experience related to the projects and policies to be studied in the above position.

Preferred

- Three 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 \$22.00/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.