

**CHIEF SERVICE OFFICER OF NYC SERVICE**

**General Statement of Duties and Responsibilities**

This is a management class of positions.

Under executive direction, with broad latitude for independent action and decision making, develops and implements the city’s comprehensive volunteer and service strategic plan.

**Examples of Typical Tasks**

Leads a dynamic team of individuals to promote volunteerism, engage New Yorkers in service, build volunteer capacity and mobilize the power of volunteers and service year members to impact New York City’s greatest needs.

Convenes City Agency leaders, nonprofit organizations, local universities, local funders, and other key stakeholders to conduct an annual assessment of existing volunteer levels and service year programs, opportunities, and critical city issues to develop a comprehensive strategic plan.

Creates and implements a plan to expand NYC Service Year programs in NYC.

Produces a coordinated citywide strategic plan with detailed and specific initiatives to increase volunteerism and service to impact city issues.

Identifies and develops collaborative working relationships with local and state government service partners, non-profits, colleges and universities.

Secures additional funding from federal and state programs and other philanthropic resources.

Coordinates and plans service-related events and media opportunities.

Analyzes and assesses data indicators for programs and tracking progress against goals.

Develops and delivers impact outcomes on key initiatives and city issues.

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**Qualification Requirements**

A Baccalaureate degree from an accredited college or university and five years of full-time professional experience including a minimum of three years professional experience in city government, nonprofit, and/or volunteer organizations of which at least two years must have been in an administrative, managerial or executive capacity or supervising personnel performing activities related to the duties of the position.

**Direct Lines of Promotion**

None. This class of positions is classified in the Non-Competitive Class.