

CITY OF NEW YORK  
NEW YORK CITY DEPARTMENT FOR THE AGING

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| CITYWIDE VACANCY NOTICE  |  |                      |                         |
| Civil Service Title:   | Associate Staff Analyst                            | Salary:              | \$45.00 Hourly          |
| Title Code:  | 12627  | Number of Positions: | 1                       |
| Office Title:  | Silver Star- Anti-Ageism Intergenerational Project | Work Location:       | 2 Lafayette Street, NYC |
| Division/Work Unit: Bureau of Social Services/Active Aging   |  |                      |                         |
| <b>Additional Information:</b><br><br><i>The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.</i><br><br><i>As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.</i>   |  |                      |                         |
| <b>Job Description:</b><br><br>With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.775 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.<br><br>Under the supervision of the Director of Mental Health Initiatives in the Bureau BSS/BAA with latitude for independent action and judgment, the Silver Star will perform anti-ageism project work in collaboration with NYC Public Schools. These duties include assisting with the development of the expansion of citywide anti-ageism resource guide and work including project managing and supporting initiatives such as the 100th day of school that raises awareness of ageism among elementary schools. This project serves and supports our mission to combat anti-ageism through education and intergenerational connection. Silver Star will support with material development, project and data management as we expand the project this winter to all boroughs and move to implement in middle school and younger grades.<br><br>* Develop learning materials for high school, middle and elementary school students to combat ageism and support intergenerational connection.<br><br>* Collaborate with other NYC Aging units to create tools, reports to track number of students, teachers, schools implementing programming.<br><br>* Provide technical assistance to teachers, principals and schools to support successful implementation.<br><br>* Support initiatives such as the 100th day of school to raise citywide awareness of ageism with a focus on elementary school students.<br><br>* Support the development and implementation of tools to track outcomes and use data to iterate materials and approach to drive results. |  |                      |                         |
| <b>Minimum Qualifications:</b><br><br>1. A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area; or<br>2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and three years of satisfactory full-time professional experience in the areas described in "1" above.  |  |                      |                         |
| <b>Preferred Skills:</b><br>*Demonstrate ability to support complex projects to completion.<br>* Excellent organizational skills<br>* Excellent oral and written communication skills and capacity to work both independently and as part of a team.<br>* Proficient in Microsoft Excel, Word, and ability to use technology.<br>* Retired teacher preferred.<br><b>NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.</b>   |  |                      |                         |
| <b>TO APPLY</b><br><br>Please be sure to submit a resume & cover letter when applying.<br>All current City Employees may apply by going to Employee Self Service (ESS) <a href="http://cityshare.nycnet/ess">http://cityshare.nycnet/ess</a><br>Click on Recruiting Activities/Careers and Search for Job ID #606416<br>All other applicants, please go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for Job ID #606416<br>Please do not email, mail or fax your resume to NYC Aging directly.   |  |                      |                         |
| Posting Date:  | September 29, 2023                                 | Post Until:          | Filled                  |
|  |  | JVN No.              | 125-24-19 CW            |