



**Join the effort to break the cycle of poverty in New York City during
the NYC Center for Economic Opportunity's 10th Anniversary
as an NYC VISTA member.**

The NYC Center for Economic Opportunity

The Center for Economic Opportunity works to reduce poverty and advance evidence-based policy in New York City through research, program design, monitoring and evaluation. Part of the Mayor's Office of Operations, CEO manages a dedicated annual Innovation Fund and works collaboratively with City agencies and other partners to create, implement, and oversee a range of anti-poverty programs, policies, and research projects. CEO's in-house evaluation team works with nationally recognized, independent evaluation firms and City agencies to rigorously measure program impacts and provide objective evidence to inform decisions of whether to replicate, eliminate, or scale up programs.

CEO staff collaborate with City agencies to design and monitor CEO sponsored initiatives, develop evaluation plans and strategies, collaborate with independent evaluators, research poverty issues, and support the evolution of initiatives based on evidence. CEO staff members are also engaged in key Mayoral initiatives, including the Young Men's Initiative, Universal Pre-K, Career Pathways, and Community Schools.

More information about CEO's initiatives can be found here: www.nyc.gov/ceo.

About NYC VISTA

NYC VISTA members will serve at New York City government agencies, primarily focused on the impact areas of economic opportunity and education, to address critical city issues related to poverty. NYC VISTA member activities include community awareness and engagement, financial resources, partnership expansion and development, outreach strategy development, volunteer engagement, program development and delivery, technology use, event planning and management, and performance measurement.

For more information about the NYC VISTA program and benefits visit: <http://www.nycservice.org/initiatives/44>

NYC VISTA - Center for Economic Opportunity

The NYC VISTA member will support strategic planning and program development leading up to CEO's 10th anniversary and will build CEO's capacity to implement strategic new initiatives in a sustainable way. The VISTA member's work will help CEO to increase outcomes for low-income New Yorkers that could include job placement and retention, educational attainment, housing stability, financial stability, and/or physical and mental health.

Examples of specific responsibilities could include:

- developing systems to capture, store and share CEO outcomes
- managing application development for new grants (grant writing, project management, process improvement)
- working with CEO staff to organize and prepare for events related to the 10th Anniversary

This role will report to one assigned manager who will assist with prioritization and work flow, but assignments may come from across the office. This role will or on several specific projects and/or develop an area of specialization; have opportunities to work independently and as part of a team; and fully participate in the activities of a fast-paced mayoral office.

CEO is seeking a candidate with strong analytical and communication skills, initiative, and well-developed inter-personal and team-working skills. He/she must have the ability to work independently and as part of a team, as well as meet multiple and unpredictable demands. An interest in poverty and experience with project management and research/evaluation is preferred.

The City of New York is an Equal Opportunity Employer.

To apply, please send a resume and cover letter outlining your interest and experience to CEO@cityhall.nyc.gov, subject line "NYC VISTA".

Prior to applying please review Applicant Requirements at NYC Service: <http://www.nycservice.org/initiatives/44>.