



Bill de Blasio
Mayor, City of New York

Paula Gavin
Chief Service Officer

2015-2016 NYC Service Fellowship Program

Position Description

The mission of NYC Service is to promote volunteerism, engage New Yorkers in service, build volunteer capacity and mobilize the power of volunteers to impact New York City's greatest needs.

Service Fellows report to the Volunteer Impact Initiatives Director and work with members of the NYC Service leadership team.

Key Responsibilities

Manage a portfolio of NYC Service initiatives and projects

- Oversee a portfolio of initiatives and serve as the NYC Service point for select organizational partners
- Ensure initiative alignment with NYC Service mission, values, and goals
- Assist in identifying impact metrics; coordinate the monthly collection and reporting of impact metrics from organizational partners
- Build and manage relationships and partnerships with nonprofit organizations, corporations, and/or City agencies

Serve as NYC Service point of contact for Civic Corps teams and non-profit/agency partners

- Manage relationships between Site Supervisors and NYC Civic Corps members
- Monitor organizational partners in accordance with AmeriCorps regulations
- Coordinate the monthly collection and reporting of impact metrics from organizational partners
- Hold organizational partners accountable to performance against goals and standards

Advance NYC Service mission, values, and goals

- Assist with the management of volunteer opportunities on the website
- Provide project support with other service activities and programs, as needed
- Represent NYC Service at select events
- Assist with the provision of monthly content for social media platforms
- Be available on select weekends and on select evenings throughout the Fellowship for projects

- Support City initiatives as needed, including but not limited to possible emergency response (evacuation shelters, etc.)

Skills

- Capable of managing against goals
- Strong written and oral communicator
- Experience in relationship management
- Experience with project management
- Strong computer skills
- Excellent organizational and administrative skills
- Ability to work both independently and as an effective team member
- Ability to manage many projects simultaneously
- Spanish speaking a plus
- Interest in Volunteer management
- Ability to work beyond traditional working hours and schedules
- Commitment to volunteerism