

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$48,895 - \$75,900*</u> <u>\$56,229 - \$75,900**</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Bureau Projects Coordinator</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Bureau of Community Services/Community Services</u>		

Job Description:

The Bureau of Community Services (BCS) oversees a wide range of services for the diverse population of older adults throughout the five boroughs, which ranges from a growing number of low-income elderly residents in NYC public housing to the “baby boomers”. Each year the Bureau’s programs reaches out to over 100,000 older New Yorkers through a large network of contracted providers and programs including:

- The nation’s largest portfolio (over 275) of senior centers and nutrition programs including 16 “Innovative Senior Centers” that follow an enhanced service model.
- Programs in over 40 Naturally Occurring Retirement Communities (NORCs) that support Aging in Place through the nationally recognized NYC NORC program model.
- A wide array of Evidence Based health promotion programming for disease prevention and health promotion.
- Transportation services and innovative technological options for seniors who need assistance with daily travel.
- Special initiatives and projects.

Under supervision of the Assistant Commissioner of the Bureau of Community Services, but with latitude for independent judgment, will perform very responsible work in the analysis, development, implementation, coordination and evaluation of the Bureau’s processes, projects and programs. The Bureau Projects Manager will assist in the management of projects designed to modernize and enhance the delivery of services to the growing older population and support the Bureau’s efforts to:

- Develop reports and perform analysis utilizing various data sets such as data from the Department for the Aging (DFTA’s) client tracking database to inform management on program/contract oversight, program development and policy issues and leading to innovative solutions to intricate problems.
- Create systems to track Bureau projects to support the coordination and management of on-going projects such as program assessments and one time projects of the Bureau.
- Communicate as needed with key staff members for projects to assure timeliness, and create timetables and tickler systems for pending projects’ due dates.
- Make recommendations to the Bureau of Community Services on project planning, procedures and efficient/effective use of resources toward meeting projects targets and timelines.
- Work with program staff to respond to requests for program information from other Bureaus or outside agencies and to assure accuracy of program information on DFTA’s Intranet.

***Non-City rate.**

****City incumbent rate.**

Minimum Qualifications:

A Baccalaureate degree from an accredited college and two years of experience in community work or community centered activities listed above, or a high school diploma or equivalent with six years of experience in community work or community centered activities in the areas listed above; or equivalent education/experience.

Preferred Skills:

- Demonstrate experience managing multiple complex projects to completion preferably in a government or community service setting.
- Excellent organizational skills with ability to take initiative, problem solve, prioritize duties and work independently in a fast paced and team environment.
- Excellent oral and written communication skills and capacity to work both independently and as part of a team.
- Master’s degree or higher in related field described above.
- Proficient in Microsoft Excel, Word and Access.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>
Click on Recruiting Activities/Careers and Search for Job ID #234428

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#234428

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: March 8, 2016	Post Until: Filled	JVN No. 125-16-27 CW
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WE ARE AN EQUAL OPPORTUNITY EMPLOYER