

**Mayor's Office to Combat Domestic Violence
Program Assistant, NYC Healthy Relationship Training Academy**

The Mayor's Office to Combat Domestic Violence (OCDV) formulates policies and programs, monitors the citywide delivery of domestic violence services, and works with diverse communities to increase awareness of domestic violence. The [NYC Healthy Relationship Training Academy](#) is an educational program in which trained Peer Educators facilitate workshops on dating violence prevention and healthy relationships for young people ages 11-24 throughout the city. Workshops take place at a variety of youth-centered programs in all five boroughs.

- Provides services to the Mayor's Office to Combat Domestic Violence
- Time: Part-time, approximately 18 hours weekly (42 weeks)
- Start date: September 2012
- Compensation: \$20/hour

Job Responsibilities include, but are not limited to:

- Assist with supervision of peer educators and workshops of the Academy;
- Facilitate workshops with teens and parents as needed;
- Develop training activities for Peer Educator staff meetings;
- Provide ongoing feedback regarding enhancement of project activities;
- Secure new, long-term partnerships with schools, colleges, community organizations and other organizations;
- Assist with developing and preparing materials for target audiences and special populations;
- Manage Academy database and conduct data entry for workshop pre- and post-tests;
- Attend meetings with OCDV program staff; and
- Other tasks as assigned.

Preferred Qualifications and/or Skills:

- Bachelors degree and one year of work experience in an office environment;
- Knowledge of dating violence and healthy relationships;
- Experience working with teenagers;
- Comfortable speaking publicly and performing community outreach;
- Experience facilitating groups;
- Ability to work well in a team environment, reporting to immediate supervisors;
- Strong organizational and logistical skills;
- Ability to trouble-shoot and overcome challenges professionally;
- Strong interpersonal and communication skills;
- Bilingual Spanish-speaking preferred; and
- Experience using Excel, Access, and/or SPSS.

To Apply:

Interested candidates should submit a one-page cover letter, resume, writing sample and three references to ocdvjobs@cityhall.nyc.gov. Deadline for applications is Wednesday, August 22, 2012 or until position filled. Please apply early.