

**City of New York**  
**DEPT. OF HOMELESS SERVICES**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Community Coordinator	<b>Level:</b> N/A
<b>Title Code No:</b> 56058	<b>Salary:</b> \$48,895.00/\$56,229.00 -\$75,900.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Administrative Coordinator	<b>Work location:</b> 400 E. 30th Street MANHATTAN, NY 10016
<b>Division/Work Unit:</b> Adults/30th Street (Bellevue Men's)	<b>Number of Positions:</b> 7
<b>Hours/Shift:</b> Mon.-Fri. 8am-4pm Tues. Sat.9:30am-5:30pm Sun.-Thurs. 2pm-10pm Tues.-Sat. 4pm-12am Tues.-Sat. 9am-5pm Sun.-Thurs. 3pm-11pm Tues.-Sat.3pm-11pm	<b>Agency Tracking #:</b> 3129 <b>POSITION#:</b> 4611

**Job Description**

The NYC Department of Homeless Services seeks 7 Community Coordinators to serve as Administrative Coordinators within the Adults Division Unit. Performs administrative duties relative to client recruitment, work assignments and scheduling. Works closely with Operations staff to designate work details, provides supervision and direction to participants. Conducts and coordinates workshops and groups promote positive outcomes and productivity in the work environment. Resolves conflicts, addresses issues and responds to concerns with initiative and good judgment. Provides general administrative support including data entry, indexing and filing documents, making copies, and submitting expense reports. Informs candidates of program requirements and expectations. Prepares stipend agreements. Coordinates weekly disbursements, maintains accurate ledger for record keeping and sub imprest fund reimbursement. Assist participants with W-9 reporting. Assist in tracking and reporting client outcomes. (4611,4612,4613,4625,4630,4631,4632)

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

**Preferred Skills**

N/A

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply:**

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

**Post Date:** 7/18/2016

**Post Until:** 8/1/2016

**JVN:** 071-2017-247927

**The City of New York is an Equal Opportunity Employer.**