

**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> 33 Beaver Street MANHATTAN, NY 10004
<b>Division/Work Unit:</b> Adults/Administration	<b>Number of Positions:</b> 2
<b>Hours/Shift:</b> Sun.-Thurs. 9:00am - 5:00pm, Tues.-Sat. 2:00pm - 10:00pm	<b>Agency Tracking #:</b> 3132 <b>POSITION#:</b> 4674

**Job Description**

The NYC Department of Homeless Services seeks 2 Community Coordinators to serve as Administrative Coordinators within the Adults Division Unit. They perform administrative duties relative to client recruitment, work assignments and scheduling. They work closely with Operations staff to designate work details, provides supervision and direction to participants. The selected candidates will conduct and coordinate workshops and groups to promote positive outcomes and productivity in the work environment. They resolve conflicts, addresses issues and responds to concerns with initiative and good judgment. They provide general administrative support including data entry, indexing and filing documents, making copies, and submitting expense reports. Informs candidates of program requirements and expectations. They prepare stipend agreements, coordinate weekly disbursements, maintains accurate ledger for record keeping and sub-impresst fund reimbursement. They also assist participants with W-9 reporting, assist in tracking and reporting client outcomes. (4647,4648)

**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:** 7/19/2016

**Post Until:** 8/2/2016

**JVN:** 071-2017-248012

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