

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

Civil Service Title: Community Coordinator	Level: N/A
Title Code No: 56058	Salary: \$48,895.00/\$56,229.00 -\$75,900.00 Frequency: ANNUAL
Office Title: Program Coordinator	Work location: 400 E. 30th Street MANHATTAN, NY 10016
Division/Work Unit: Adults/30th Street (Bellevue Men's)	Number of Positions: 3
Hours/Shift: Tues.-Sat. 9am-5pm Sun.-Thur. 3pm-11pm Tues.-Sat 3pm-11pm	Agency Tracking #: 3166 POSITION#: 4630

Job Description

REPOST

The NYC Department of Homeless Services seeks 3 Community Coordinators to serve as Program Coordinators within the Adults Division Unit. The selected candidates will serve as a Program Coordinators and will be responsible for performing 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. (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

Ability to work in a fast paced environment with diverse populations. Strong interpersonal, communication, and organizational skills. High level of proficiency with MS Office products including Outlook, Word, Excel and PowerPoint. Ability to work autonomously. Ability to multi-task.

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: 8/4/2016

Post Until: 8/18/2016

JVN: 071-2017-250924

The City of New York is an Equal Opportunity Employer.