

**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> Capacity Coordinator	<b>Work location:</b> 33 Beaver Street, NY, NY
<b>Division/Work Unit:</b> CPD/Assistant Commissioner Adult Capacity	<b>Number of Positions:</b> 2
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 3194 <b>POSITION#:</b> 383

**Job Description**

The NYC Department of Homeless Services (DHS) seeks 2 Community Coordinators to serve as Capacity Coordinators within the Division of Capacity, Planning & Development. The Capacity Coordinators will provide support to the Capacity Planning Manager in managing an annual portfolio of contract actions related to the annual plan for Single Adults, Families with Children, Adult Families, and Street homeless populations.

The Coordinators will:

- Assist in administering the contracting process for all new capacity as well as renewals, amendments and modifications to existing contracts;
- Manage the procurement tracker related to the submission of documentation to Budget, ACCO and Legal to ensure that DHS capacity priority projects are moving through the procurement process;
- Provide analytical support on projections, charts, analytical tools related to capacity planning and development; and,
- Assist in responding to needs related to press inquiries and preparation for CABs for new capacity. (383, TBD)

**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:** 8/26/2016

**Post Until:** 9/12/2016

**JVN:** 071-2017-257838

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

