



**POSITION:** Project Advisor: We Are New York (part-time).

**JOB NUMBER:** 16278

**POSTING DATE:** September 23, 2016

**AGENCY PROFILE:** The Mayor's Office of Immigrant Affairs (MOIA) promotes the well-being of immigrant communities by recommending policies and programs that facilitate successful integration of immigrant New Yorkers into the civic, economic, and cultural life of the City. MOIA is one of the lead agencies for IDNYC, New York City's successful municipal ID program, and is spearheading a number of initiatives to expand access to justice for immigrant communities. The work of the Office cuts across a broad range of issues citywide—for example, workers' rights, health equity, and language access—and MOIA works closely with sister cities around the country to promote immigration reform.

The **We Are New York (WANY)** program helps immigrant New Yorkers learn English while learning about City Services through volunteer-led community classes using the Emmy Award-winning television show "We Are New York." Classes are held at diverse locations such as public schools, community libraries, and community and faith based organizations. The program is centered on the principle that New Yorkers can work together across ethnic lines to access City resources and solve common problems. In doing so, the program fosters and empowers communities and enhances the public capacity for civic engagement.

**RESPONSIBILITIES:** The project advisor will join a robust team in a fast-paced work environment. MOIA is seeking a self-motivated individual whose primary responsibility will be to serve as the liaison between the Mayor's Office of Immigrant Affairs and external evaluation firm(s) to run a programmatic evaluation of We Are New York. The project advisor will also be responsible for collecting, drafting and interpreting statistical data on the program's overall impact.

This position reports to the Program Manager for We Are New York.

Primary responsibilities include, but are not limited to:

- Manage vendor relationship to guide evaluation process
- Oversee all aspects of a comprehensive program evaluation
- Coordinate evaluation timeline and ensure timely communication among stakeholders
- Manage the creation of assessment tools to be built into program metrics
- Analyze and synthesize data to drive decision-making
- Publish and disseminate findings in various formats to all stakeholders
- Perform additional project tasks for the We Are New York program, as needed

**QUALIFICATIONS:**



**Mayor's Office of  
Immigrant Affairs**

- Bachelor's degree in a related field with at least two years of work experience
- Excellent analytical skills
- Strong communication, organizational skills and interpersonal skills
- Experience effectively handling multiple priorities
- Experience working in public affairs, non-profits, or the government and/or experience with immigration-related issues are assets
- Ability to travel in all five boroughs

**COMPENSATION:** \$25,000/year (part-time with benefits).

This is a temporary, grant-funded position for a one-year term only.

**TO APPLY:** Please submit your application to [Candidate Application](#)

*Due to the volume of applications, we will only contact candidates invited to interview.*

**The City of New York and the Office of the Mayor Are Equal Opportunity Employers  
New York City Residency Is Required Within 90 Days of Appointment**