

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice
REPOST**

Civil Service Title: Community Coordinator	Level: N/A
Title Code No: 56058	Salary: \$50,535.00 - \$79,127.00 Frequency: Annual
Business Title: Program Coordinator, Trading Futures	Work Location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Youthful Offender Programming	Number of Positions: 1
Job ID: 219150	Hours/Shift: Day Tour
Job Description	
<p>The New York City Department of Correction seeks a Program Coordinator to support the Workforce Development Unit within the Youthful Offender Division. The candidate selected will serve as the Program Coordinator for the Trading Futures Program, a Career and Technical Education (CTE) initiative designed to introduce sentenced and detained young-adult inmates ages 18-21 in the Department's custody to CTE Education and enroll these individuals in the School of Cooperative and Technical Education (Coop Tech) or other DOE CTE programs following release. The incumbent will manage the operations of the Trading Futures program and liaise with various external stakeholders including industry experts, the New York City Department of Education, and one or more Community based organizations. Essential duties and responsibilities of this position will include but is not limited to:</p> <ul style="list-style-type: none"> • Monitoring participants' attendance and observing classes for participation; • Resolving logistical obstacles and integrating various program components; • Developing and implementing strategies to maximize program participation; • Assisting with the development and implementation of short and long term program goals; • Monitoring program progress and evaluating performance; • Maintaining data on program participation and other indicators as dictated by the Program Director; • Performing related duties as assigned. 	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 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	
Professional experience in jail or prison based (career and technical) educational services; MS Office Suite (Word, Excel, PowerPoint, Outlook) proficiency; Candidates who possess a Master's degree is a plus; A valid New York State Drivers License is a plus; Experience working with criminal justice involved individuals in a correctional setting is a plus.	
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: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 219150 For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# 219150 Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted..	
Posting Date: 4/25/16	Post Until: 6/20/16

The City of New York and The Department of Correction are Equal Opportunity Employers