

City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice
REPOST

Civil Service Title: Community Coordinator	Level: N/A
Title Code No: 56058	Salary: \$60,000-\$70,000 Frequency: ANNUAL
Business Title: Program Coordinator, Educational Services	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Youthful Offender Programming	Number of Positions: 1
Job ID: 219734	Hours/Shift: Day Tour
Job Description	
<p>The New York City Department of Correction seeks a candidate to serve as a Program Coordinator for Educational Services within the Youthful Offender Programming Division. Under the direction of the Executive Director for Educational Services, the selected candidate will focus on the administration of age appropriate literacy, post-secondary and reentry services, and skills development. The incumbent will actively coordinate and support programming identified for the adolescent and young adult inmate population. Typical duties of this position will include but is not limited to:</p> <ul style="list-style-type: none"> • Assisting with the identification, integration, coordination and support of age appropriate programming and engagement strategies for the adolescent and young adult inmate populations in 5 facilities; • Assisting with the development of strategies as well as short and long term goals related to the expansion of literacy, post-secondary and reentry services, and skills; • Coordinating, supporting and monitoring various types of programming for the target population, to include the development of schedules and protocols to assist with tracking compliance; • Actively recruiting, engaging, and sustaining partnerships with providers, agencies, nonprofits, and educational institutions to further expand programming efforts, while serving as liaison to providers and the unit; • Providing oversight of recruitment and orientation processes aimed to increase optimal participation in services; • Coordinating and facilitating programs in conjunction with Wardens, Deputy Wardens and all other relevant staff; • Maintaining data and files on participation and programming efforts; • Conducting and attending meetings with facility staff and all relevant parties; • Preparing and submitting daily, weekly, monthly and quarterly reports for the unit/division; • Coordinating efforts, preparing, submitting and tracking applications for all related access of staff members from providers, agencies, and partnering educational institutions; • Preparing, submitting and tracking all purchase orders related to the unit, including storage and distribution of purchased items; • Assisting with special projects and assignments when necessary; • 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	
<p>Proficient knowledge in best practices related to juvenile justice and at risk populations; Experience working with criminal justice involved populations including but not limited to individuals in correctional settings; Experience with developing programs for individuals within correctional settings; Excellent writing, communication, inter-personal, analytical, research, problem solving and organizational skills; MS Office Suite (Word, Excel, PowerPoint, Outlook) proficiency; Master's degree in education, law, criminal justice, criminology, psychology, and other related fields will be a plus.</p>	
Residency Requirements	
<p>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.</p>	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 219734 For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# 219734 Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>	
Post Date: 4/25/16	Post Until: 6/20/16

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