City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice
REPOST

Civil Service Title: Administrative Director of Social Services	**Level:** M-I
Title Code No: 10056	**Salary:** $70,000-$80,000 **Frequency:** ANNUAL
Business Title: Senior Program Coordinator, Workforce Development Initiatives	**Work location:** 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Youthful Offender Programming	**Number of Positions:** 1
Job ID: 219019	**Hours/Shift:** Day Tour

Job Description

The Youthful Offender Programming Division seeks a Senior Program Coordinator for the Workforce Development Unit. The selected candidate be responsible for all the workforce development initiatives including Trading Futures" and the "Industry Recognized Training" (IRT) programs. Trading Futures is 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 Career and Technical Education during their incarceration and enroll these individuals in the School of Cooperative and Technical Education (Coop Tech) or other DOE CTE programs following their release. Industry Recognized Training (IRT) is a workforce initiative designed to enhance the employability of sentenced and detained young-adult inmates ages 18-21 in the Department's custody through the provision of short term industry recognized hard skill training courses. The incumbent will manage the operations of Trading Futures 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:

- Leading, planning, and reviewing the work of Trading Futures staff to ensure program goals are achieved;
- Serving as the primary contact person regarding all Trading Futures communications;
- Designing performance objectives, implementing and monitoring programming to meet desired outcomes;
- Coordinating recruitment of participants from the pool of young adults identified for program enrollment;
- Resolving logistical obstacles and integrating various program components;
- Facilitating weekly stakeholder meetings;
- Preparing reports using Microsoft Word and Excel;
- Presenting information to internal and external audiences;
- Performing related duties as assigned.

Qualification Requirements

1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one year of experience at the administrative or management level as described in "1" above.

Preferred Skills

Knowledge of adolescent and young adult inmate programs, services and delivery systems;
Knowledge of program evaluation, planning, and analysis techniques;
Knowledge of practices, procedures, and methods related to adolescent inmate program area;
Ability to evaluate the effectiveness of programs and services;
Experience working directly with developmentally disabled young adults and adolescents in a group, community, educational, or institutional setting is preferred;
Ability to establish and maintain effective working relationships;
A valid new York State Drivers License is a plus;
Candidates who possess a Master's degree is a plus.

Residency Requirements

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# **219019**
For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# **219019**
Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 4/25/16	**Post Until:** 5/10/16

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