

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Coordinator (Per-Diem)</u>	Salary:	<u>\$29.61*-34.05 Hourly</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Volunteer Information Specialist (Per-Diem)</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>External Affairs/Aging Connect</u>		

Additional Information:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the NYC Department for the Aging.

This Per Diem position is full-time (35 hours per week) and is paid an hourly rate. Per Diem employees who work 35 hours/week receive health and dental benefits. Leave accrual rates for annual leave and sick leave is based on hours worked. Paid holidays will commence after 18 months of full-time employment.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

New York City is home to approximately 1.64 million older adults, and the Department for the Aging (DFTA) is committed to helping them age in their homes and communities. The mission of DFTA is to eliminate ageism and ensure the dignity and quality of life of diverse older adults. DFTA also works to support caregivers through service, advocacy, and education.

The responsibilities of the Volunteer Information Specialist include:

Intake, Recruitment and Placement

- Work closely with internal DFTA Volunteer programs and support operations, including recruiting, training, retaining, and tracking DFTA Volunteers; and developing new volunteer opportunities.
- Liaise with volunteers, community partners and volunteer program managers at DFTA to ensure successful volunteer placements and community partnerships.
- Lead and/or support community presentations on volunteering with DFTA through Aging Connect.

Tracking Data, Evaluation and Measurement

- Track data for the annual Volunteer Capacity Survey, which assesses the current volunteer needs of DFTA-contracted agencies.

Manage the Online Volunteer Portal (DFTAs volunteer website).

- Track volunteer hours through volunteer timesheets.
- Maintain both the STARS and Survey Monkey database.
- Maintain and streamline the criminal background check process.

Developing Strategic Partnerships

- Participate in the execution of a marketing campaign to recruit volunteers, including older adult volunteers.
- Represent the Aging Connect unit in internal and external meetings.

Manage existing partner relationships

- Develop existing community partnerships to expand and enhance brand awareness of the DFTA Volunteer program and create new volunteer opportunities.
- Develop/modify and execute DFTA Volunteer recognition and retention initiatives.
- Meeting with existing internal programs and external partners to refine volunteer management and opportunities.

External Visibility and Partnerships

- Develop and execute a yearly social media plan to maintain a consistent presence on DFTA's social media channels.
- Maintain Aging Connect Volunteer/Monthly presentations/webinars / newsletters.
- Support the Aging Connect team at external community fairs.

Grant Reporting

- Monitor volunteer related expenses for the NYC service budget.
- Explore other grant opportunities that support DFTA's vision their interest.
- Manage the relationship and debrief with the partner after the opportunity.

Special Projects

- Work collaboratively with DFTA staff/management on agencywide events/projects.
- Develop volunteer plan and training for events/projects.
- Manage the relationship and debrief with Special Initiatives Director after the opportunity.

*Non-City rate.

**City incumbent rate.

Minimum Qualifications:

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;
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 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:

A baccalaureate degree from an accredited college or university and three years of full-time satisfactory professional experience in social services, community relations, public administration or management, contract management, or social research and/or planning, of which at least one year must have been in the field of aging.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

Please be sure to submit a resume & cover letter when applying.

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>

Click on Recruiting Activities/Careers and Search for Job ID #533783

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#533783

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **June 9, 2022**

Post Until: **Filled**

JVN No. **125-22-71 CW**