



**The City of New York
MAYOR'S OFFICE FOR INTERNATIONAL AFFAIRS
2 United Nations Plaza, New York, NY 10017**

VACANCY: CONSULTANT, GLOBAL PARTNERS JUNIOR

The Mayor's Office for International Affairs is seeking a highly motivated individual for a consulting position for *Global Partners Junior*, the international online youth exchange program, from November 28, 2016 to June 23, 2017 for 20-25 hours per week.

About the Program:

Global Partners Junior (GPJ) is a program which connects 1,000 underserved NYC youth ages 9-13 with 2,000 peers in classrooms from over 35 international cities through an online platform and original curriculum. *GPJ* empowers students to brainstorm solutions for making changes in their communities and to see themselves as global citizens making a local impact. This year's curriculum, "My Welcoming City", focuses on the role of cities in promoting the inclusion of immigrants and refugees. Formerly a program of NYC Global Partners, Inc. (the non-profit organization housed in the Mayor's Office), *GPJ* is now transitioning into the Mayor's Office for International Affairs.

About the Role:

Under the supervision of the Deputy Commissioner for Operations and Strategic Partnerships, the Consultant will oversee the day-to-day operations of the *Global Partners Junior* program and ensure the program's transition into the Mayor's Office for International Affairs runs smoothly.

Responsibilities include but are not limited to:

- Support educators at NYC and international locations participating in the program, including providing virtual and in-person training on program curricula and assisting educators with technology-based program components;
- Manage *GPJ* online platform by posting online assignments and tracking student engagement;
- Evaluate classroom participation through monitoring of online participation and completion of qualitative project rubrics;
- Liaise with partner agencies and organizations, including the NYC Dept. of Education and the NYC Dept. of Youth & Community Development;
- Prepare correspondence, memoranda, and social media content on program activities.
- Provide assistance with program-related events, guest speakers, and field trips.

Qualifications

- Bachelor's Degree and 2+ years' experience working with youth ages 9-13;
- Excellent communication skills and ability to work with professional staff at City agencies and education organizations;
- Ability to work effectively with diverse instructional staff, including afterschool coordinators and teachers in New York City and abroad;
- Effective organizational skills and ability to handle a large volume of work in an efficient and timely manner;
- Proficient computer, internet, and social media skills;
- Ability to work independently and articulate program successes and needs in a timely manner;
- Familiarity with NYC public schools or after-school programming.

Timeline: This is a temporary position beginning November 28, 2016 and concluding June 23, 2017.

Salary: Commensurate with experience.

To Apply: Please submit a resume and cover letter to IA@cityhall.nyc.gov.