

Position: ADVISOR

Location: 253 Broadway, New York, NY 10007

Job Number: 221073

ORGANIZATIONAL PROFILE: The Center for Economic Opportunity (CEO) is the City of New York's anti-poverty innovation unit. Working in conjunction with City Agencies and other partners, CEO develops, manages and evaluates program and policy initiatives to help the City improve its systems and identify effective responses to poverty and its related challenges.

The Poverty Research Unit produces CEO's annual report on poverty in NYC. The Programs and Evaluation team design, monitors, and evaluates programs implemented by city agencies and other partners. The Social Innovation Fund team is also part of the Mayor's Fund to Advance NYC and implements a federal Social Innovation Fund grant that supports sixteen programs in eight cities.

JOB RESPONSIBILITIES: The Center of Economic Opportunity (CEO) is searching for an Advisor who has familiarity with program management, research, policy, and evaluation related to poverty and issues facing young people of color. The Advisor will help to coordinate the design, implementation, program management, and evaluation for multiple initiatives and will:

- Support the management of programs and research, including performance management and budget oversight, related to CEO's anti-poverty portfolio focusing on programs that are part of the Young Men's Initiative and the Children's Cabinet. Programs areas will likely include areas of education, mentoring, and community innovation.
- Coordinate with the YMI team to ensure programs and policies are implemented.
- Support work with City agencies – particularly the NYC Department of Education and the City University of New York – to develop and implement program work plans and budgets and data collection and performance management strategies.
- Help to provide ongoing feedback to City agency partners on performance data and fiscal management, and make adjustments as needed.
- Generate summary reports and write papers on program operations, best practices, results and related topics.
- Research best practices and develop standards and criteria for expected program outcomes.
- Support the development of new programs and policy initiatives, and to identify and pursue funding opportunities for the expansion of CEO and YMI programs.
- Engage agency partners and external audiences including policymakers through meetings, conference presentations and helping to organize CEO and YMI events.
- Execute tasks as assigned.

PREFERRED SKILLS AND/OR QUALIFICATIONS:

- Experience with project management, research, public policy and evaluation.
- Ability to take initiative, problem solve, prioritize duties, balance competing priorities, work independently and within a fast-paced and team environment, paying close attention to detail, meeting deadlines and working well under pressure. Persistence and positive attitude.
- Mastery of analytic and evaluative principles and concepts which includes the ability to analyze and recommend policies and procedures. This includes but is not limited to proposing innovative approaches to complex problems facing low-income New Yorkers.
- Highly organized and detail-oriented.
- Ability to think creatively, embrace new approaches and pioneer innovative solutions to intricate problems, while working collaboratively with a diverse constituency. This includes working with all levels of staff, inside and outside of the city and other governmental and non-governmental agencies and/or organizations.
- Well-developed interpersonal skills; Effective and creative leadership ability with the capacity to work both independently and cooperatively to effect key strategies.
- Excellent oral and written communication skills.
- Experience in city and/or federal government a plus.
- Familiarity with anti-poverty policies and programs and addressing issues of disparity and inequality a plus.

SALARY: Commensurate with experience.

TO APPLY: Click '[HERE](#)' and follow the instructions provided.

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NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT**

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