

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Administrative Program Officer M-I</u>	Salary:	<u>\$110,000 - \$135,000</u>
Title Code:	<u>10084</u>	Number of Positions:	<u>1</u>
Office Title	<u>Program Director</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit: <u>Bureau of Social Services/Silver Corps</u>			

Additional Information:

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:

With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.8 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.

NYC Aging's Older Adult Workforce Programs supported New Yorkers who are unemployed or underemployed, find new opportunities where they can utilize their skills and knowledge to contribute to workforce needs. Silver Corps is an AmeriCorps program that provides older adults with volunteer assignments at a partner organization coupled with job readiness, training, and/or credentialing to help secure employment.

NYC Aging engages employers to hire older adults and create a bridge between the skilled, experienced workforce and the needs of local community and organizations. Silver Corps is a workforce development service to work pilot program for older New Yorkers that will increase financial mobility among older adults, combat ageism in the workforce, and fill volunteer and employment needs in local communities. Silver Corps provides older New Yorkers the chance to develop new skills, continue their careers, and give back to their communities. The program is funded by AmeriCorps Seniors.

The responsibilities of the position include, but are not limited to:

Supervise, mentor, and coach team of five staff members and other temporary support staff who will manage various program functions, including recruitment, community engagement, case management/career advisement, workshop facilitation, and job development and placement.

- Lead team in setting and driving key performance metrics to meet grant deliverables around participant recruitment, volunteer site requirement, job and community service assignment placement ensuring measurable success and impactful results.
- Build partnerships with employers, community stakeholders and non profits to drive outcomes.
- Design and implement marketing strategies to promote program and engage participants, community service sites and employers.
- Continue to build on job coaching and support services to help program participants secure employment including but not limited to supporting older adults in navigating job market, refining resumes, building skills to match employment interests and preparing for interviews.
- Define and ensure adherence to program policies, standards, objectives, and program deliverables.
- Manage and coordinate the collection, storage, and maintenance of data with stakeholders.
- Prepare project plans, reports, and data dashboards to guide program implementation.
- Manage administrative tasks such as budget development and oversight.
- Develop and manage stakeholder relationships to drive program outcomes including placement targets.
- Ensure compliance with funder rules and regulations.

Minimum Qualifications:

1. A baccalaureate degree from an accredited college and five (5) years of full-time, professional experience in social services, community relations, public administration or management, of which at least one year must have been in the field of aging, and of which at least one and one-half years must have been in an administrative or managerial capacity; or,
2. Education and experience equivalent to "1" above. However, all candidates must have one year of experience in the field of aging and one and one-half years of experience in an administrative or managerial capacity.

Preferred Skills:

- Experienced workforce development practitioner with a strong understanding of the NYC workforce development ecosystem.
- Ability to manage, plan, implement and oversee program operations effectively to meet program targets and objectives.
- Experience with older adult population.
- Proven track record in driving program outcomes for workforce programs.
- Ability to manage and track spend down on multi-year budgets.
- Ability to attract, recruit, evaluate and develop mature talent.
- Understand the unique challenges faced by older adults re-entering the workforce and meet them with appropriate support.
- Experience working across various levels of an organization, building trust and fostering collaboration.
- Strong verbal and written communications.
- Proven ability to prioritize, be assertive, detailed oriented, self-starting and a willingness to take ownership and follow through.
- Must have strong analytical, management and financial skills.
- Proficient in Microsoft Word, Excel, and Outlook.
- Ability to work in fast paced environment.
- Ability to travel to NYC locations to attend required meetings.

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

55-a Program:

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program

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 #644822

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #644822

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

Posting Date: August 16, 2024	Post Until: Filled	JVN No. 125-25-07 CW
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