Position Title: Social Innovation Fund Program Coordinator
Mayor's Fund to Advance NYC

Background: Established in 1994, the Mayor's Fund to Advance New York City is a 501(c)(3) nonprofit organization designed to promote partnerships between the City and the private sector to support public programs. The Mayor’s Fund serves as an important vehicle for foundations, corporations and individuals to contribute to City programs that enhance the lives of New Yorkers. The Mayor’s Fund is committed to facilitating innovative public-private partnerships that support NYC's emerging needs, while simultaneously evaluating the efficacy and merit of programs for future funding.

The Mayor’s Fund to Advance New York City, in partnership with the Center for Economic Opportunity (the Center) and The New York City Department of Health and Mental Hygiene (DOHMH), oversees the Connections to Care program (C2C), a $30 million public-private partnership testing the integration of mental health support at community-based organizations serving low-income and at-risk populations that struggle with unmet mental health needs. C2C is funded through a federal grant from the Social Innovation Fund (SIF) of the Corporation for National and Community Service (CNCS) and private matching grant funds. C2C gives staff at community-based organizations the training to provide mental health services—such as screenings for common mental health and substance use disorders and mental health first aid—to participants engaged in social services. The evaluation of C2C will track the implementation and impact of the program on those who receive services to test its effectiveness. The Center and its partners oversee grants to 15 organizations funded to implement C2C.

Description: The SIF Program Coordinator supports the implementation and contract management of C2C. The Program Coordinator will report to the C2C Senior Advisor and the Director of the Social Innovation Fund.

Responsibilities include:
- Support the C2C Senior Advisor and the C2C Advisor in the programmatic oversight of program portfolio. Oversight includes monitoring site visits, reviewing monthly and quarterly reports, and coordinating with the fiscal oversight team.
- Work with CBOs to ensure timely and accurate submission of program data
- Coordinate with Mayor’s Fund, CEO and DOHMH staff to provide timely and accurate performance feedback to program providers
- Work with evaluation partners to support efforts to collect, oversee, and analyze data
- Support the administration of the Motivational Interviewing Institute, a training program for C2C program staff
- Support the activities of the project’s Learning Network, such as webinars and in-person convenings
- Prepare presentations, reports and other documents for both internal and external audiences, including funders
- Provide administrative support to the C2C team, including scheduling, filing and data entry
- Additional C2C related duties as necessary

Credentials/Qualification Requirements
Candidates should have a passion for supporting connections between philanthropic leaders, city agencies, and community-based organizations to increase opportunity, access and equity for all NYC residents. A successful candidate will possess:

Qualifications:
- Bachelor’s Degree or equivalent education and at least 1 year of work experience
- Strong analytical ability and writing skills
- Exceptional verbal communication skills
- Fluent in Microsoft Office applications with intermediate to advance Excel (spreadsheet) skills
• Ability to work independently, as well as collaboratively, and manage time effectively in a fast-paced, high energy environment
• Flexibility to meet multiple and changing demands
• Initiative, persistence, and positive, problem-solving attitude
• Organized and detail-oriented
• Resourceful, organized and results-oriented

Preferred Qualifications:
• Familiarity with NYC government, City agencies and nonprofit sector
• Experience working in social service and/or mental health settings in NYC
• Enthusiasm, humor and optimism is a plus

To Apply
Please send a cover letter and resume to SIF@cityhall.nyc.gov with the subject heading SIF Program Coordinator. No phone calls please. The Mayor’s Fund to Advance New York City is an Equal Opportunity Employer.