About the Office:

NYC Service, a division of the Office of the Mayor, promotes volunteerism, engages New Yorkers in service, builds volunteer capacity, and mobilizes the power of volunteers and service year members to impact New York City’s greatest needs. NYC Service’s vision is to inspire New Yorkers to serve New York City and each other.

City Service Corps is a service year program at NYC Service that was launched in November 2015 and places AmeriCorps members at City agencies to address some of the greatest need in the city. City Service Corps is currently comprised of 18 high-impact "Program Corps", led by 16 City agencies in focus areas addressing critical capacity and community-related issues. Each Program Corps—within the City Service Corps has three critical objectives:

1. Provide members with workforce skills and pathways to quality careers with advancement opportunities;
2. Address pressing local social issues; and
3. Build civic engagement and leadership.

The program will grow to 160 members in September 2017.

About the Role:

The City Service Corps Manager will provide leadership and support on all aspects of the City Service Corps program. Key tasks include:

- **System Management**: Manage the City Service Corps member-facing operational systems (timekeeping, healthcare, and payroll);
- **Budget**: Manage the payment authorization process and update payments in NYC Service Quickbooks program;
- **Host Site Supervisor Trainings**: Create and lead elements of supervisor orientation and bi-monthly supervisor meetings;
- **Reporting**: Analyze and create reports on monthly data collected from City Service Corps members and supervisors as well as leading the writing process and preparation of grant progress and final reports, both federal and private;
- **Recruitment**: Manage City Service Corps-specific candidate process for the recruitment of new members;
- **Program support**: Provide program support and logistical assistance for member trainings, orientation sessions, program compliance and large external meetings; and
- **General NYC Service support**: Assist on other NYC Service projects as assigned.
Qualifications:

- College degree with at least 2-3 years of relevant work experience; national service program alum preferred
- Ability to multi-task and enjoy working in a fast paced environment
- Detail-oriented person who thinks creatively and outside the box
- Excellent written communication skills
- Sense of humor
- Passion for the work of national service, civic engagement and volunteerism

Salary: Commensurate with experience.

To Apply: Please submit a resume, cover letter and three (3) references to Candidate Application

New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers