

<b>CIVIL SERVICE TITLE:</b> Administrative Contract Specialist, M1	<b>TITLE CODE NO.:</b> 10095-01
<b>OFFICE TITLE:</b> Capacity Building Specialist	<b>SALARY:</b> \$53,051 to \$100,000
<b>DIVISION/WORK UNIT:</b> Capacity Building	<b>WORK LOCATION:</b> 2 Lafayette Street, New York 10038
<b>HOURS</b> 35 Hours Per Week	<b>NUMBER OF POSITIONS:</b> 1

**JOB DESCRIPTION:**

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of community-based organizations throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.

The Capacity Building Specialist with the Office of Capacity Building, under the direction of the Assistant Commissioner for Capacity Building, with some latitude for independent judgment, action, and decision making,

- Assists the Assistant Commissioner and Director of Organization Development in the coordinating, planning, and implementation of training and professional development activities for nonprofit staff of over 3,000 contracts.
- Leads planning processes with external and internal stakeholders to responsibly and effectively deploy training and consulting services to DYCD-funded nonprofits for the purposes of improving program quality, organizational functioning and management processes.
- Leverages knowledge in communications and/or organization development experience to create, with the help of contracted consultants, engaging, appropriate, impactful interventions such as training, consulting, publications, and panel discussions.
- Provides oversight of consultant contracts to ensure they offer well organized, thoughtful, practitioner-focused, evidence-based technical assistance services related to communications and/or organizational development.
- Identify, develop and support strategic partnerships to support after school outreach, specifically events that would engage middle school age youth and families.
- Supervises administrative, legal, and financial processes to ensure that contracts are registered; consultants comply with DYCD requirements; and receive timely reimbursement for services delivered
- Oversee production of Capacity Building Unit outreach and educational materials such as publications, toolkits, curriculums, and calendars.
- Monitors service quality, spending and compliance
- Cultivates and supervises partnerships with consultant organizations that can support DYCD's capacity building goals
- Research, design and organize supplemental learning materials
- Liaison with Communications department
- Coordinate and review workshop communications materials with TA providers
- Develop a newsletter which includes information about trainings, special events and best practices.

**PREFERRED SKILLS:**

- Subject area expertise in communications and/or organizational development
- Seasoned facilitation and presentation skills
- Understanding and experience helping nonprofits address organizational infrastructure challenges, especially for small and rapidly growing nonprofits
- Computer literate with working skills in Microsoft Word and Excel
- Knowledge of after school field, adult learning, and/or professional development
- Familiar with graphic design programs such as Adobe InDesign or Illustrator
- Excellent written communication and interpersonal skills; ability to multi-task in a fast paced environment
- Detail-oriented and team player

**MINIMUM QUALIFICATIONS:**

1. A baccalaureate degree from an accredited college and four years of full-time, satisfactory professional, technical or administrative experience in one or more of the following fields: program evaluation, contract negotiations/management, business or public administration, contract community relations, or related fields; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel performing work in program evaluation, contract negotiation/management, business or public administration; or
2. A four year high school diploma, or its equivalent, and six years of full-time, professional, technical or administrative work experience in one or more of the fields cited above; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel as described in "1" above; or
3. A satisfactory equivalent of education and experience as cited above. However, all candidates must have the eighteen months of administrative, managerial or executive experience or experience supervising professional personnel as described in "1" above.

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL**

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

**Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.**

To APPLY:

**Search for the Job ID #214120**

External Candidates please go to [www.nyc.gov/careers](http://www.nyc.gov/careers)

Current NYC employees please go to [www.nyc.gov/ess](http://www.nyc.gov/ess)

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE. SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

**\*If you do not have access to a personal computer, please visit your local library\***

**POST DATE: 9/15/2015**

**POST UNTIL: Filled**

**JOB ID: 214120**

**The City of New York and the Department of Youth & Community Development is an Equal Opportunity Employer.**