

Job Vacancy Notice

October 16, 2009

Training/Technical Assistance Specialist Union-Grade X

ACES/VITA/FCC

Job Description:

- Assist in the design, development and implementation of city-wide and borough-wide program initiatives.
- Responsible for recruiting and deploying volunteers in targeted community based organizations.
- Provide orientation and training, and coordinate the activities of volunteers.
- Assist in identification of volunteer placement and site development.
- Provide ongoing technical assistance to volunteers.
- Present verbal and/or written reports and compile program related data and statistics.
- Maintain current knowledge of policy developments related to program content.
- Perform other duties as may be required.

Job Requirements:

- Bachelor's degree and a minimum of three (3) years of experience in volunteer management and/or program development or satisfactory combination of education and experience required.
- Master's degree in public/non-profit administration or related field preferred.
- Familiarity with NYC nonprofit sector, community organizations, social services, and volunteerism desired.
- Excellent written, oral and interpersonal skills required.
- Knowledge of and experience working with Microsoft Office needed.

Submit resume and cover letter to:
Community Service Society of New York
Human Resources Department AC-1
105 East 22nd Street, New York, NY 10010
Fax 212 614-5336 or e-mail cssnyemployment@cssny.org

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