

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

CITYWIDE VACANCY NOTICE

Civil Service Title: Administrative Program Officer M-II (Per-Diem) Salary: \$60.21 Hourly (\$110,000 Per Annum)
Title Code: 10084 Number of Positions: 1
Office Title: Director, Older Adult Training & Employment Work Location: 2 Lafayette Street, NYC
Division/Work Unit: Bureau of Social Service/ Workforce & Community Development

Additional Information:

This Per Diem position is full-time (35 hours per week) and is paid an hourly rate. Per Diem employees who work 35 hours/week receive health and dental benefits. Leave accrual rates for annual leave and sick leave is based on hours worked. Paid holidays will commence after 18 months of full-time employment.

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 seeks a Director of Older Adult Training & Employment with expertise in curriculum development and training to lead job readiness instruction.

The New York City Department for the Aging (NYC Aging) is the largest Area Agency on Aging in the United States, as New York City is home to more than 1.8 million older adults. According to 2019 American Community Survey data, about 29% of older New Yorkers are part of the labor force. Thousands of these older workers continue to seek employment, skill-building trainings and other workforce development opportunities. NYC Aging seeks a Director of Older Adult Training & Employment. The Director of Older Adult Training & Employment will lead programs and initiatives that enable older adults to prepare for and find employment that allows them to continue to invest their time and skills locally; strengthen financial security, prevent displacement from their home; address elder justice, fraud and exploitation; and build intergenerational programming. The Director of Older Adult Training & Employment will be a key member of leadership and have oversight of all NYC Aging Adult Training & Employment initiatives.

The ideal candidate will have experience in adult learning principles, instructional design, and creating engaging content. That supports lifelong learning, skill-building, and personal enrichment for older learners through mentoring and positive reinforcement.

- Design and develop a job readiness curriculum that reflects the skill building needs of the older adult workforce.
- Ensure curriculum is reflective of and adaptive to labor market trends and funder requirements.
- Facilitate the instruction of the job readiness curriculum and offer one to one instructional support to participants.
- Ensure topics include interview preparation, resume development, on-line job search, professional dress, workplace culture and communication.
- Apply both standardized and authentic assessments to monitor student progress and adjust teaching strategies as needed.
- Support strong supportive relationships with learners, offering regular feedback and guidance, fostering a positive learning environment.
- Provide feedback and support to ensure alignment with participant and program goals.
- Support career readiness components such as resume writing, interview skills, job search strategies, and mentoring.
- Assist with job placement efforts and individualized support for program participants.
- Support program administration activities, such as data collection for program evaluation, including pre and post assessments, participant feedback, and progress tracking in Salesforce and other platforms.

Minimum Qualifications: 1. Graduation from an accredited college with a baccalaureate degree 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: • Candidate should possess the ability to establish and maintain effective working relationships with coworkers, NYC older adults, and staff at community organizations. • Candidate should be able to prepare routine reports and correspondences in regard to the Volunteer development, management, and recruitment. • Candidate should possess a strong understanding of the rights for older adults. • Previous experience in the field of human services and working with older adults in a volunteer program a plus. • Previous experience conducting workshops in a one to one setting or group environment a plus. • Bilingual candidate preferred (Spanish/English).		
NOTE: NEW YORK CITY RESIDENCY IS NOT REQUIRED FOR THIS POSITION.		
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.		
<u>TO APPLY</u> 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 #707181 All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #707181 Please do not email, mail or fax your resume to NYC Aging directly.		
Posting Date:	July 30, 2025	JVN No. 125-26-02 CW
Post Until:	Filled	