



# SERVE A YEAR IN NYC WITH AMERICORPS

NYC Service administers AmeriCorps programs with members serving full time for 10 months with community-based organizations or City agencies. In an NYC Service program, expect to make an impact on your community through meaningful projects and grow as a civic leader!

## Member Benefits

- \$21,250 - \$23,800 Living stipend
- Education award valued up to \$5,176.50
- Student loan forbearance
- Non-profit and City government exposure
- Monthly unlimited MetroCards, healthcare, and childcare
- Professional development trainings
- Access to a community of AmeriCorps members and alumni

## OUR PROGRAMS



### CITY SERVICE CORPS

Serve on high-impact service projects led by City agencies in impact areas addressing critical capacity and community-related issues from Sept. to June



### NYC CIVIC CORPS

Develop, manage, and grow volunteer programs by recruiting, managing, and engaging volunteers from Sept. to June to address NYC issues



### NYCHA HEALTH CORPS

Serve at community-based nonprofits and City agencies to advance equitable health outcomes across public housing developments from Sept. to June

**APPLICATIONS OPEN APRIL 5TH, 2024!**

## CONTACT US

QUESTIONS? [servicerecruitment@cityhall.nyc.gov](mailto:servicerecruitment@cityhall.nyc.gov)

LEARN MORE + APPLY

[nyc.gov/servenyc](http://nyc.gov/servenyc)



**2024-2025 NYC Service AmeriCorps Program Year One Pager**

**City Service Corps** recruits individuals to serve full-time from **September 2024 – June 2025** at City agency host sites. City Service Corps is comprised of high-impact service projects led by city agencies in impact areas addressing critical capacity and community-related issues.

**NYC Civic Corps** recruits and places AmeriCorps members to serve full-time from **September 2024 – June 2025** at select nonprofit organizations. NYC Civic Corps members build, develop, and grow volunteer programs by recruiting, managing, and engaging volunteers to address critical local needs in New York City.

**NYCHA Health Corps** is a new and exciting Public Health AmeriCorps program administered by NYC Service in close partnership with the New York City Housing Authority (NYCHA), in which NYCHA residents are recruited to serve full time at community-based nonprofits and public agencies from **September 2024 – June 2025**.

**General Member Requirements**

- Must be a U.S. Citizen, U.S. National, or Lawful Permanent Resident of the United States
- Have successfully obtained a High School diploma or its equivalent prior to the start of the program
- Agree to and pass a criminal background check
- Ability to serve full time for the program term (generally M-F 9AM - 5PM)
- A strong motivation for making a positive difference in New York City
- Willingness to learn new skills and improve upon existing ones
- Be 18 years old prior to the program start date

**Member Benefits, by AmeriCorps Program**

	<b>City Service Corps</b>	<b>NYC Civic Corps</b>	<b>NYCHA Health Corps</b>
Living Stipend	\$21,250	\$21,250	\$23,800
Education Award	Approx. \$5,176.50 or end-of-service cash stipend	Approx. \$5,176.50 or end-of-service cash stipend	Approx. \$5,176.50 or end-of-service cash stipend
Unlimited Monthly MetroCard	✓	✓	✓
Healthcare	✓	✓	✓
Childcare*	✓	✓	✓
Student Loan Forbearance	✓	✓	✓
Professional Development Training	✓	✓	✓

\*If eligible – Settling in allowance available for members relocating more than 50 miles

**How to Apply?:** Applications open **April 5<sup>th</sup>, 2024** on our website: [nyc.gov/servenyc](https://nyc.gov/servenyc). For any questions and to find out more, please contact the NYC Service Recruitment team at [servicerecruitment@cityhall.nyc.gov](mailto:servicerecruitment@cityhall.nyc.gov).

**City Service Corps Position Description**

<b>Title of City Service Corps Member:</b> Policy, Program and Recruitment Associate
<b># of Members Assigned to Project:</b> 1
<b>Sponsoring Organization:</b> NYC Service, Office of the Mayor <b>Project Name:</b> City Service Corps
<b>City Agency &amp; Division:</b> NYC Department of Citywide Administrative Services – Citywide Equity and Inclusion
<b>Location:</b> 1 Centre Street, NY, NY 10007
<b>Schedule:</b> 9am – 5pm (Up to two days remote)

PLEASE NOTE: The duties and responsibilities in this service position description may be subject to change. In the rare event that there are any changes, members will be notified prior to beginning the service year and the position description will be amended. All changes will be reviewed and approved by NYC Service.

<b>Assignment Objectives and Member Activities (September 2024 – June 2025)</b>	<b>Planned Period of Work</b>
<p><b>Goal of Project (750 character limit):</b></p> <p>The Policy, Program and Recruitment Associate will play a key role in engaging both external City agencies on their diversity recruitment initiatives and communities that are underrepresented in City governments. This person will be key in expanding CEI’s community outreach and our ability to engage with City agencies to assist with their diverse recruitment needs. In addition, the Volunteer will review Diversity &amp; Equal Employment Opportunity plans and reports to identify workforce diversity strategies and initiatives, identify trends amongst agencies and develop an action plan for engaging agencies to support the implementation of their initiatives. In addition, the Policy, Program and Recruitment Associate will work with the recruitment team to develop strategies for addressing outreach to ethnic demographics that are being underutilized in different job groups.</p>	
<p><b>Objective (1000 character limit):</b></p> <p>Perform research, conduct outreach and participate in external events to bring City employment opportunities to all New Yorkers.</p> <p><b>Member Activities (2500 character limit each):</b></p> <ol style="list-style-type: none"> <li>1. Plan, develop, coordinate, manage and evaluate community outreach organizations targeting underserved and underrepresented communities.</li> </ol>	09/01/24-06/01/24

<b>Assignment Objectives and Member Activities (September 2024 – June 2025)</b>	<b>Planned Period of Work</b>
<ol style="list-style-type: none"> <li>2. Represent the Office at recruitment events such as workshops, panel discussions, career and resources fair, and conduct presentations to promote a better understanding of the civil service examination process.</li> <li>3. Support development and implementation of surveys and collection of data to evaluate the effectiveness of CEI’s initiatives.</li> <li>4. Coordinate with City agencies regularly to assist with the collection of EEO reports which are required to be submitted by each City agency.</li> <li>5. Assist with the coordination and tracking of monthly events targeting agency EEO Officers.</li> <li>6. Assist in researching diversity, equity, and inclusion best practices for equitable workforce and knowledge-sharing events.</li> </ol>	
<p><b>Objective (1000 character limit):</b></p> <p>Review Diversity &amp; Equal Employment Opportunity plans and reports to identify workforce diversity strategies and initiatives, identify trends amongst agencies and develop an action plan for engaging agencies to support the implementation of their initiatives</p> <p><b>Member Activities (2500 character limit each):</b></p> <ol style="list-style-type: none"> <li>1. Develop and conduct Train-the-Trainer information sessions for NYC agency recruiters and Human Resources staff to ensure familiarity with civil service recruitment process.</li> <li>2. Create best practices document and FAQ sheets using information collected from Diversity &amp; EEO plans.</li> <li>3. Coordinate and assist with discussions with external City agencies to discuss diversity recruitment initiatives and best practices.</li> <li>4. Review City agencies’ quarterly and annual Diversity and EEO plans to identify initiatives and trends in the areas of diversity workforce recruitment.</li> </ol>	<p><b>12/01/24-06/30/25</b></p>

**Preferred Skills and Qualifications:**

- Strong project management/multi-tasking abilities
- Desire to serve with diverse communities
- Willingness to take initiative to achieve goals
- Excellent organizational and communication skills
- Ability to conduct community outreach and make presentations to community groups

**City Service Corps Position Description**

<b>Title of City Service Corps Member:</b> Recruitment Outreach Associate
<b># of Members Assigned to Project:</b> 1
<b>Sponsoring Organization:</b> NYC Service, Office of the Mayor
<b>Project Name:</b> City Service Corps
<b>City Agency &amp; Division:</b> NYC Department of Citywide Administrative Services, Citywide Equity and Inclusion
<b>Location:</b> 1 Centre Street, NY, NY 10007
<b>Schedule:</b> 9am – 5pm (Up to 2 days remote)

PLEASE NOTE: The duties and responsibilities in this service position description may be subject to change. In the rare event that there are any changes, members will be notified prior to beginning the service year and the position description will be amended. All changes will be reviewed and approved by NYC Service.

<b>Assignment Objectives and Member Activities (September 2024 – June 2025)</b>	<b>Planned Period of Work</b>
<p><b>Goal of Project (750 character limit):</b></p> <p>Ensure Human Resources teams across 80+ City agencies are equipped with the tools needed to conduct inclusive recruitment outreach in order to attract and hire diverse candidates that are underrepresented and underutilized in City government. An effective program will allow agencies to proactively recruit for upcoming civil service exams and discretionary openings and to take a hands-on approach to increasing awareness of their agency within educational institution and the overall community.</p>	
<p><b>Objective (1000 character limit):</b></p> <p>Provide greater access to City jobs to all New Yorkers by conducting extensive outreach and communication to educational institutions, community-based organizations and specifically underserved and underrepresented communities to demystify the civil service process by sharing information about City jobs, and providing access to resources and tools needed to get them.</p> <p><b>Member Activities (2500 character limit each):</b></p> <ol style="list-style-type: none"> <li>1. Participate in outreach events virtually and in-person to share information about working for City government with job seekers.</li> </ol>	09/01/24 – 06/30/25

<b>Assignment Objectives and Member Activities (September 2024 – June 2025)</b>	<b>Planned Period of Work</b>
<ol style="list-style-type: none"> <li>2. Conduct research to identify titles with underutilization and/or underrepresentation and identify respective community-based organizations and educational institution for potential partnership.</li> <li>3. Create and share monthly schedule of recruitment events targeting diverse candidates to agency HR representatives and coordinate their participation in selected events.</li> <li>4. Create and maintain multiple databases that capture the Office’s recruitment initiatives, agency outreach and developed partnerships.</li> <li>5. Design and implement surveys and review results to evaluate the effectiveness of the Office’s recruitment initiatives.</li> </ol>	
<p><b>Objective (1000 character limit):</b> Create partnerships with external City agencies to understand their recruitment needs and develop strategies to address them.</p> <p><b>Member Activities (2500 character limit each):</b></p> <ol style="list-style-type: none"> <li>1. Review agency specific plans and reports to determine agency’s hiring needs.</li> <li>2. Coordinate and actively participate in meetings with agency HR representatives to discuss recruitment needs and challenges.</li> <li>3. Collaborate with partner agencies and external community and educational institutions to coordinate agency or position specific recruitment events such as panels and information sessions.</li> <li>4. Review of agency specific recruitment initiatives that targets diverse communities and suggest best practices.</li> <li>5. Coordinate and participate in recruitment training for agency HR representatives.</li> </ol>	<p><b>12/01/25 – 06/30/25</b></p>

**Preferred Skills and Qualifications:**

- Desire to serve with diverse communities
- Excellent organizational and communication skills
- Ability to conduct community outreach and make presentations to community groups
- Willingness to take initiative to achieve goals
- Strong project management/multi-tasking abilities