

**Civil Service Title: Principal Administrative Associate**

**Office Title: MillionTrees Training Program (MTTP) Job Developer/Case Manager**

**Salary: \$30.00/hour**

**Work Location: Arsenal North**

**Number of Positions: 1**

**Duration: This is a 9-month grant funded position beginning September 2009.**

The MillionTrees Training Program (MTTP) is a collaborative initiative between the City of New York Department of Parks and Recreation and The New York Restoration Project. The program helps work towards a more environmentally sustainable healthy living for the future through a 7-month green-collar job training that is specifically designed to teach, educate and motivate young adults to become more aware and proactive in the wellness of the environment while jointly gaining employment and life skills.

#### **MAJOR RESPONSIBILITIES**

- Under general supervision, with some latitude for independent initiative and judgment, perform difficult supervisory or administrative functions.
- Conduct group and individual counseling sessions with MTTP members. Maintain caseload and facilitate workshops.
- Perform individual case management with participants, including employment plans, case management, tracking/attendance, contact records, and progress notes.
- Maintain a regular dialogue with field supervisors, MTTP staff, and MTTP mentors to more effectively gauge and address members' barriers.
- Address a variety of personal issues that may act as barriers to employment, educational attainment, or the achievement of personal goals. Perform crisis intervention (i.e. homelessness or domestic violence) when necessary.
- Refer participants to in-house services (ie. mentoring, job development, and training) and external resources, and ensure that referrals are completed.
- Teach resume, cover letter writing, and basic computer workshops.
- Promote MTTP and its initiatives to the private sector, community organizations, non-profit groups and other horticulture professionals throughout the New York area.
- Develop contacts within the private sector, targeting companies that provide horticulture and other employment opportunities, with special attention to those employers seeking to hire the traditionally "hard-to-place" (i.e. ex-offenders).
- Work closely with MTTP participants to help place them in full-time employment opportunities.
- Provide verifications and follow-up retention services to participants and employers.
- Develop and perform all case management and job development analysis and reporting requirements associated with MTTP.
- Serve as a liaison to Central POP office for purposes of mentoring program, training, and job development.
- Assist with projects as requested by MTTP staff.
- Provide general office support as needed.

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#### **QUALIFICATION REQUIREMENTS**

1. Baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in "1" above; or
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.

#### **PREFERRED SKILLS/QUALIFICATIONS**

1. A Bachelor's degree or equivalent; Master's degree a plus.
2. Bilingual English/Spanish.
3. Experience working with youth and social service organizations
4. Excellent writing, communications, supervisory and administrative skills.
5. Computer proficiency in Access, Excel, PowerPoint and Word.
6. Valid New York State driver license.

**To apply, please submit resume and cover letter by 8/28 to:**

**Brian Aucoin, Director of GreenApple Corps**

**City of New York/Parks & Recreation**

**1234 Fifth Avenue, Room 200**

**New York, NY 10029**

**Email: [greenapple@parks.nyc.gov](mailto:greenapple@parks.nyc.gov)**

**[www.nyc.gov/parks](http://www.nyc.gov/parks)**

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