



POSITION DESCRIPTION

Clean City Partnerships

Posted: 4/24/24

Full Title: Clean City Partnerships Coordinator City Service Corps Member

Term: September 2024 - June 2025

Host Site: NYC Department of Sanitation, Sanitation Foundation

Location: 44 Beaver Street, New York, NY 10004

Application Deadline: June 17, 2024

Tentative Start Date: September 2, 2024

NYC DEPARTMENT OF SANITATION OVERVIEW

The New York City Department of Sanitation (DSNY) keeps New York City healthy, safe, and clean by collecting, recycling, and disposing of waste, cleaning City streets and vacant lots, and clearing snow and ice. DSNY is the nation's largest municipal sanitation agency, with nearly 10,000 employees, 59 district garages, and a fleet of more than 5,000 trucks, cars, and other types of equipment. The Department clears litter, snow, and ice from approximately 6,500 miles of City streets and removes debris from vacant lots as well as abandoned vehicles from City streets.

SANITATION FOUNDATION OVERVIEW

The Sanitation Foundation is the official non-profit partner of NYC Sanitation (DSNY). We are on a mission to help make NYC a cleaner, healthier and more sustainable city for all New Yorkers. The Foundation supports the work of DSNY to clean up the city and reduce the amount of waste that ends up in landfills.

We are a fundraising organization that creates and runs programs and events that support the mission of DSNY. We focus on crafting and executing programs that are meaningful, at scale, and impactful. We are supported by private funding, grants, corporate partnerships, and in-kind donations.

The Foundation was founded in 2016 and launched with a highly acclaimed fashion show featuring upcycled Sanitation uniforms from Brooklyn-based designer Heron Preston. Since then, we've run a variety of programs that have engaged tens of thousands of New Yorkers like The Great Broadway Sweep, Yankees Summer Cleanup Series and NYC Trash Academy. Our newest program, "Adopt Your Spot NYC," will be introduced during our first annual Big Spring Clean in April 2024.

The Sanitation Foundation is proud to be an Equal Employment Opportunity employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.

ROLE OVERVIEW

The AmeriCorps Member will support the day-to-day operations of the Foundation's digital communications and build out of our CRM contact relationship management (CRM) and volunteer management platforms, with a goal of growing the number of New Yorkers who participate in creating a cleaner and more sustainable NYC. The City Service Corps member will support the production and management of the Foundation's events, including our volunteer and community programs, trainings, and workshops. They will also play a leadership role in growing the Foundation's network of partners, as well as the number and diversity of program participants.

Responsibilities

Communications

- Develop newsletter content and support the creation of partner promotional kits for program outreach to community partners.
- Support the management and expansion of the Foundation's Salesforce CRM.
- Manage the Foundation's intake forms and email inbox.

Volunteer Program

- Provide support to the Foundation's Community-led Cleanup Resources Program, both in the assembly and distribution of toolkits, as well as impact reporting and data collection.
- Support the Volunteer Program Managers with event logistics and onsite management of volunteers.
- Support the volunteer team in migrating data and building out a new volunteer management software.

Events & Partnerships

- Support the creation of new systems and processes to identify and manage key relationships with community partners.
- Support the Foundation's larger flagship events (including the Great Broadway Sweep, NYC Trash Academy, and the Big Spring Clean), including the identification of new audiences and participants for these events.
- Support the production and management of smaller events throughout the year, such as workshops, community-building events, and trainings.

Qualifications

- Excellent written and verbal communication skills
- Graphic/web design, social media, or other digital communications experience
- Interest in project management with strong critical thinking skills
- Strong relationship management skills—must be able to collaborate with internal and external partners to achieve shared objectives
- Passion for environmental sustainability and curiosity/desire to know how things work and ability to use that knowledge to make connections and find opportunities.

Required Skills for all City Service Corps Members

- A strong motivation for making a positive difference in New York City
- Willingness to learn new skills and improve upon existing ones
- Ability to serve full-time for the program term (generally M-F 9 AM - 5 PM)
- Must complete a total of 1,200 hours as a City Service Corps Member
- Must be a U.S. Citizen, U.S. National, or Lawful Permanent Resident of the United States (AmeriCorps regulations)
- 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
- Must be vaccinated against the COVID-19 virus, unless granted an accommodation

City Service Corps Member Benefits

- Living allowance of up to \$21,250 (pre-tax) distributed evenly throughout the term
- Members receive a MetroCard for commuting to and from service
- Eli Segal AmeriCorps Education Award, valued at \$5,176 upon successful completion
- City Government exposure
- Resume-building professional experience
- Loan Forbearance and interest accrued paid on qualified student loans upon successful completion
- On-site orientation and ongoing monthly training provided by NYC Service
- Additional training and professional support at the host site
- Childcare assistance, if eligible
- Health Coverage (member doesn't pay premium or monthly enrollment fees)

Please note: The duties and responsibilities in this 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 in advance by NYC Service.

About City Service Corps

City Service Corps, an AmeriCorps program launched in 2015 by NYC Service, a division of the Mayor's office, recruits individuals to serve full-time from September 2, 2024 - June 30, 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.

APPLICATION PROCESS

Please apply through the NYC Service website (nyc.gov/servenyc) by **June 17, 2024** (applications are reviewed on a rolling basis), and indicate the NYC Department of Sanitation's **Clean City Partnerships City Service Corps Member** role as your 1st choice. If you have questions about the application or the City Service Corps program, please contact the NYC Service Recruitment Team at servicerecruitment@cityhall.nyc.gov.

Once you have submitted your application to NYC Service, please notify the Sanitation Foundation team of your candidacy by emailing Caroline Towbin at caroline@sanitationfoundation.org with "Clean City Partnerships City Service Corps Member" in the subject line.