



NEW YORK STATE SENATOR

Gustavo Rivera

## State Senator Gustavo Rivera's Employment Bulletin

GUSTAVO RIVERA December 16, 2016

| ISSUE: **EMPLOYMENT BULLETIN, JOBS**

### State Senator Gustavo Rivera's Employment Bulletin

What can State Senator Gustavo Rivera's office do for you? You can call our office at 718-933-2034 to request the Employment Bulletins full of the latest open positions, to send us your resume so that we can give it to the NYS Department of Labor or for general employment assistance, such as resume workshops or career training opportunities.

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#### 1. Apply to Serve on Your Community Board!

Community boards bring government directly to the people and members play a vital role in ensuring that our neighborhoods receive the services they need to continue to thrive.

Members consult with government agencies and elected officials regarding matters that directly impact the welfare of the district. Members also advise the City about the district's budgetary and capital needs, and help prepare the Community District Needs Statement.

NOTE: Only New York City residents, who either live, have a business, or other significant interest in the community district, are eligible to be considered for membership on a local community board.

Community Board members, as unpaid public servants, are governed by the City's Conflicts of Interest Law (City Charter-Chapter 68). The laws' purpose is to ensure that public servants do not use or appear to use their public positions to benefit their private interests or those of their families or associates.

To request an application, please email [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

#### 2. Job Opening at the Office of U.S. Senator Charles E. Schumer

Title: Staff Assistant

Position: Full-Time Employee

Location: 780 3rd Ave, New York, NY 10017

Job Description: To serve as the primary representative of the office in the reception area; To greet visitors to the office and answer the telephone; To assist with various administrative duties.

Qualifications and skills:

A college degree. Must be detail-oriented, well-organized, able to handle a fast-paced work environment, work well in a team environment, and have exceptional interpersonal skills. Candidates should be personable, dependable and professional to support a very busy front office, and have excellent oral and written communication skills. Duties include, but are not limited to, answering phones, greeting visitors, writing letters, and other administrative duties as assigned. Salary is mid-twenties with full benefits.

To apply, send resume to Julietta Lopez at [julietta\\_lopez@schumer.senate.gov](mailto:julietta_lopez@schumer.senate.gov)

### 3. Register Now to Help Clear Snow and Ice After Major Winter Storms

The New York City Department of Sanitation has announced that starting today, individuals interested in working as an emergency snow laborer for the upcoming snow season may now register at their local Sanitation garage (See list of Bronx locations below). Snow laborers are per-diem workers who shovel snow and ice from bus stops, crosswalks, fire hydrants and step streets in the City after heavy snowfalls. Individuals interested in registering with the DSNY can do so weekdays between 7AM and 3PM. The full list of garage locations can be found at [www.nyc.gov/sanitation](http://www.nyc.gov/sanitation). Snow laborers will be paid \$15 per hour, and \$22.50 per hour after 40 hours are worked in a week, an increase from the previous year. Snow laborers must be at least 18 years of age, be eligible to work in the United States, and capable of performing heavy physical labor. All applicants must bring the following items at the time of registration:

- Two small photos (1 ½ square)
- Original and copy of two forms of identification
- Social Security card

Individuals may also register at select Department of Transportation locations. The offices will be open Monday through Friday, from 9AM until 3PM and require the same

photographs and identification.

Flatbush Yard, 2900 Flatbush Ave., Brooklyn, NY

Bronx Yard, Mosholu Ave. and Broadway (Van Cortlandt Park), Bronx, NY

Kew Loop Yard, 78-88 Park Drive East, Queens, NY

Harper Street Yard, 32-11 Harper Street, Queens, NY

Bronx 1 680 East 132nd St., Willow Ave. & Bruckner Expressway

Bronx 2 650 Casanova St., Randall & Spofford Ave.

Bronx 3 680 East 132nd St., Willow Ave. & Bruckner Expressway

Bronx 4 720 East 132nd St., Willow Ave. & Bruckner Expressway

Bronx 5 1331 Cromwell Ave., West 168th & West 169th St.

Bronx 6 800 East 176th St., Prospect & Marmion Ave.

Bronx 7 423 West 215th St., 9th & 10th Ave.

Bronx 8 423 West 215th St., 9th & 10th Ave.

Bronx 9, 850 Zerega Ave., Hermany & Lafayette Ave.

Bronx 10 850 Zerega Ave., Hermany & Lafayette Ave.

Bronx 11 800 Zerega Ave., Hermany & Lafayette Ave.

Bronx 12 1635 East 233rd St., Provost Ave. & East 233rd St.

#### 4. 1199SEIU Job Openings!

Legal Service Caseworker - Non-Bargaining

1199SEIU Citizenship Department, Permanent

Responsibilities:

Interview applicants and assess eligibility for US Citizenship and other Immigration benefits

Track immigration applications, generate correspondence to USCIS and clients, update logs, prepare case notes and manage a heavy volume of phone calls; draft correspondence,

affidavits, declaratory statements, and addendums for review

Qualifications:

Bachelor's degree required

Minimum three (3) years experience assisting immigrants and processing US Citizenship applications required

Excellent knowledge of current USCIS procedures, immigration and nationality laws, and various forms

To Apply: Please fax or email resumes to 646-473-8919 or [Celeste.Douglas@1199funds.org](mailto:Celeste.Douglas@1199funds.org).

Legal Caseworker - Temporary/Long-term, 1199SEIU Citizenship Program

Responsibilities:

Assess eligibility for members to obtain immigration benefits

Prepare various immigration applications

Track members and notify them of appointments with USCIS

Identify, research, and resolve problematic applications

Qualifications:

Bachelor's degree required

Minimum three (3) years professional experience working with immigrants to obtain US Citizenship

Knowledge of current immigration law

To Apply: Please fax or email resumes to 646-473-8919 or [Celeste.Douglas@1199funds.org](mailto:Celeste.Douglas@1199funds.org).

For more information on responsibilities and qualifications for these positions, please email [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov) for the informational flyer.

5. Apply for NYIC VISTA Positions!

Do you want to help end immigrant poverty? Develop valuable nonprofit skills and experiences? Give back to the community? If so, consider applying for an NYIC VISTA

position today!

NYIC VISTAs are AmeriCorps VISTAs who engage in a year of full-time paraprofessional service at a host organization, where they work on

communications

fundraising

program development

and/or volunteer management projects

to build the host organization's capacity to implement immigrant-focused anti-poverty programs and services.

The NYIC is currently seeking applicants for NYIC VISTA positions that will be active from January 30, 2017 to January 29, 2018. Applicants must be 18 years of age or older; and be either a U.S. citizen, national, legal permanent resident, or DACA recipient.

The open NYIC VISTA positions will be hosted by the following organizations:

SEPA Mujer (Suffolk County, NY)

Urban Justice Center (New York, NY)

To learn more information about the open NYIC VISTA positions and how to apply, please [click here](#).

## 6. Hardware Store Local Hiring Opportunity

Do you want to use your construction and building supplies experience? Do you have an interest in sales and customer service? A NEW Hardware Store and Building Supplies store is opening in the Bronx and they want to hire YOU!

Located at 4175 Park Avenue, on the corner of Park Avenue and 176th Street

Qualifications:

- Knowledge of building supplies, hardware, or construction to be able to assist customers with sales

- Must be available on weekdays from 7AM to 4PM and 8AM to 1PM on Saturdays
- Preference for hiring local Bronx residents

Email your resume and contact information to [GCSBuildingSupplies@gmail.com](mailto:GCSBuildingSupplies@gmail.com)

#### 7. The Jerome Park Library is Hiring in the Bronx!

The New York Public Library (NYPL) has been an essential provider of free books, information, ideas, and education for all New Yorkers for more than 100 years. The Jerome Park Library is an award-winning library in Senator Rivera's district with this open position!  
Young Adult Librarian

#### 8. Bronxworks has a Job for You! All Skill Levels can Help the Bronx Thrive!

From early childhood teachers, licensed social workers, drivers and security guards can work for a historic nonprofit in the Bronx! Bronxworks is hiring for over 100 positions in their program departments, Children and Youth, Family, , Immigration Services, Eviction Prevention, Homeless Services, Positive Living, Administration and Human Resources, Maintenance, Security and other positions.

<http://www.bronxworks.org/available-positions>

Contact Rachel Ferrari for informational sheet at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

#### 9. The Federal Bureau of Prisons is Hiring!

The United States Department Of Justice Federal Bureau Of Prisons is currently hiring Nurses, PA's and Correctional Officers. Veterans will receive preference.

Correctional Officers can apply online at [www.usajobs.gov](http://www.usajobs.gov). Nurses and PA's can call me directly for more information:

C. Michael Le Grand, BOP Recruiter, MCC New York



150 Park Row, New York, NY 10007

Phone: 718-812-6137

If you know of any Vets/ Non-Vets looking for employment in the Health Services Dept., MCC New York will hire them directly. No need for them to go to USAJOBS! The Veteran just need a DD214, Resume and Transcript, Non-Vet will only need a Resume and College Transcript.

Positions available:

Registered Nurses

Nurse Practitioner

Physician

Applicants must send the required paperwork to the human resources inbox:

NYM/HumanResources~@bop.gov

#### 10. Citywide Ferry Open Positions

Do you share Citywide Ferry's passion for providing superior levels of teamwork and customer service? If you are an enthusiastic team player who thrives in a work environment where communication, creativity and cooperation are encouraged, we may have just the opportunity for you! Citywide Ferry by Hornblower is building a team of talented people who understand that we are all active and equal contributors to making quality a part of our day-to-day operation. We strive to create amazing experiences through our commitment to quality, safety, the environment and customer service.

Community Supervisor, Guest Services, Citywide Ferry, NY, Full Time

Company Security Officer (CSO), Operations, Citywide Ferry, NY, Full Time

Creative Designer, Marketing, Citywide Ferry, NY, Full Time

Director of Marine Operations, Operations, Citywide Ferry, NY, Full Time

Engineering/Maintenance Supervisor, Maintenance, Citywide Ferry, NY, Full Time

Guest Services On-Board Sales Supervisor, Guest Services, Citywide Ferry, NY, Full Time

Guest Services Supervisor, Guest Services, Citywide Ferry, NY, Full Time

Marketing Development Intern, Marketing, Citywide Ferry, NY, Full Time

Mechanic/Maintenance Technician/Engineer, Maintenance, Citywide Ferry, NY, Full Time

Project Manager - Marketing Technology, Marketing, Citywide Ferry, NY, Full Time

For more information, visit:

[http://www.citywideferry.nyc/jobs/?ct=t\(ICYMI\\_Charlie\\_Week\\_of\\_10\\_24\\_10\\_28\\_2016\)](http://www.citywideferry.nyc/jobs/?ct=t(ICYMI_Charlie_Week_of_10_24_10_28_2016))

#### 11. Legislative Reporter Position

Seeking a legislative reporter to cover the Legislative, Executive and Judicial branches of State government. Individual must be computer savvy and proficient in Microsoft Word and the use of the Internet. Accuracy and attention to detail are essential to the position. Salary range: up to \$15 per hour, depending upon experience.

Please direct resume and cover letter to PO Box 7205, State Capitol, Albany, NY 12224. The position is available immediately.

#### 12. Community Resource Center for the Developmentally Disabled is hiring!

Position Summary: The Direct Support Professional provides individuals with developmental disabilities appropriate care in a group home setting.

Responsibilities:

- Provide habilitation services to each client as prescribed in that client's service plans (CFA, Individual Service plan, Habilitation plan)

- Assist each client, as needed, in skill development in areas such as activities of daily living, domestic living, recreation and socialization

- With appropriate training and supervision, administer medication to clients as assigned

and in compliance with management, medical and nursing policies and procedures

Ensure assigned clients' nutritional needs are met according to prescribed diet, and assist with feeding as necessary

Report immediately any observed/known deficiencies or own inability in providing habilitation services to clients, as well as all types of abuse and other facility problems, including physical plant/safety issues to management

Qualifications:

HS Diploma or GED required

Valid NYS Driver's license

Resumes can be sent to [jgalvin@crcdd.org](mailto:jgalvin@crcdd.org)

### 13. Vendor Opportunity at Fordham Plaza

DOT has issued a Request For Expressions of Interest for short-term concessions in the Fordham Plaza. DOT will accept proposals through January 27, 2017 to attract retail activity in the plaza now through April 2017. Applicants who would be interested can set up shop with tents and tables. DOT may be able to provide additional furniture to the vendors only if they can maintain it. Vendors should be interested in setting up a stationary retail space several times a week, spread over the course of a couple of months. The Southern portion of the Fordham Plaza has a canopy so any vendor that applies for that space would just have to provide their tables and merchandise.

If you have any questions or if you want to complete the application, please email Rachel Ferrari at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

### 14. Interested in becoming a Substitute Teacher?

Applications for Substitute Teaching positions are only made available to individuals who

have been nominated by a school principal, using our online process. Each school may nominate candidates for the position based upon the prevailing or projected vacancies (i.e., number, location, schedule, etc.) and the special requirements for some positions (e.g., foreign language proficiency, math, science, certification in physical education, etc.). If you are interested in becoming a Substitute Teacher, contact the school(s) of your choice directly.

#### Responsibilities of the Substitute Teacher

Substitute Teachers are utilized by the New York City Public Schools, on an as-needed basis, to cover the classroom in the absence of the regular (full-time) Teachers. The primary role of the Substitute Teacher is to continue student learning along the continuum, established by the absent full-time teacher. The responsibilities of the Substitute Teacher in the classroom may include, but are not limited to, the following:

- Planning lessons
- Teaching students
- Managing the classroom
- Performing administrative tasks
- Promoting positive student behavior
- Ensuring the safety and security of the students

#### Pay Rate

Substitute Teachers, providing day-to-day service, are paid at the per diem contractual rate of \$168.54 (as of May 2016), for the actual days worked; they do not receive any benefits. Click, for more information about the Per Diem Payroll Frequently Asked Questions.

Substitute Teachers are represented by the United Federation of Teachers (UFT).

#### Eligibility Requirements

The minimum eligibility requirements to apply for a Substitute Teacher position are the following:

- Online Nomination by a school Principal

- A Bachelor's Degree
- Proficiency in reading, writing and speaking the English language
- Authorization to work in the USA

For more information, please visit: <http://schools.nyc.gov/offices/dhr/subteachers>

## 15. Neighborhood Housing Services of New York City, Inc. Job Posting!

Program Coordinator - TIL

Reports to Program Manager, Director of Homeownership Services and Manager of Research, Data & Government Relations

Overview: The Project Coordinator will support existing low-income housing cooperatives (TIL, ANCP, HDFC) through technical, organizational, and financial planning assistance, including financial reporting, election monitoring, budgeting, and property maintenance. The Coordinator will monitor co-ops to ensure compliance with City regulations.

Qualifications and Requirements:

Project management skills

The ability to maintain effective professional relationships with residents and leaders of limited-equity cooperatives, property managers, and Government Officials

Proficient in using technology (Microsoft Word and Excel) for communication and as a financial management reporting tool.

Experience working with low-to-moderate income populations.

Evenings and weekend hours will be required. Flexible work hours will be offered to accommodate evening/weekend hours.

Travel throughout New York City will be required.

Starting salary: Commensurate with experience

Send Resume and Cover Letter with salary requirements to:

Neighborhood Housing Services of New York City, Inc.

Attn: Priscilla Minaise: Manager of Research, Data and Gov't Relations

307 W 36th St, 12th Fl

New York, NY 10018

Email: Priscilla\_Minaise@nhsnyc.org or Delia\_Edwards-Holmes@nhsnyc.org

#### 16. Constant Care: Work as a Home Health Aide for Your Family!

Care for a family member, neighbor, or friend and get paid!! You don't have to be an HHA. No prior training or certification required. You need to be eligible to work in the USA. Call our office and find out how you can sign up your family member for this service and start getting paid for it. Family member must have Medicaid and be in need of home care. If they do not have Medicaid – we can assist (free of charge) in their Medicaid application.

Call Program Specialist: Alex 347-997-2644

For the flyer, please email [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

Constant Care is a Licensed Home Care Service Agency local to the Bronx and servicing the Five Boroughs. We offer Home Care Service to those in need of Home Health Aides and Nurse services (RN/HHA/PCA). We also participate with the CDPAP program which is (Consumer Directed) where the patient gets to elect a family member or relative/friend to provide the services for them. We also assist with applying for Medicaid for those patients that are looking for Short Term Care and Long Term Care.

#### Home Health Aide Services

Personal and Hygiene Care, Homemaking Tasks, Meal Preparations, Assistance with Appointments and Errands, Light Housekeeping, Medication Assistance & Reminders, Socialization and Companionship.

#### Clinical Services

Rehabilitation Care, Alzheimer's Care, Stroke Recovery Care, Pre and Post Surgery Care, Diabetes Care, Cancer Care, Behavioral Health, Wound Care, Respiratory Care.

## CDPAP – Consumer Directed Patient Assistance Program

Is a statewide Medicaid program that provides an alternative way of receiving home care services, where the consumer has more control over who provides their care and how it is provided. Rather than assigning a home care agency that controls selection, training, and scheduling of aides, the "consumer" or the family member, friend or guardian directing his/her care performs all these functions usually done by a vendor. Eligible individuals include those eligible for services provided by a certified home health agency, a long term home health care (waiver) program, AIDS home care program, or personal care (home attendant).

## Medicaid Application Assistance

If you need assistance with your Medicaid application, Constant Care Health Services will be glad to coordinate that process, free of charge.

## 17. White Plains Urban Renewal Agency is Hiring!

### Community Development Assistant

Salary: \$55,351

Performs administrative and financial tasks in support of the implementation, coordination and monitoring of federally-funded Community Development programs and the White Plains Urban Renewal Agency. Responsibility involves administrative support for service programs funded with Community Development Funds, and maintaining a web-based data base for CD operations and reporting. Functions as the CD Rehabilitation Loan Officer. Requires the ability to communicate effectively with both English and Spanish speaking applicants and property owners. A flexible work schedule including evening hours is required. May lead and direct the daily operational work of other support staff. Employees in this position are employees of the White Plains Urban Renewal Agency and as such are not covered by New York State Civil Service Law or represented by a bargaining unit. Spanish

speaking preferred.

MINIMUM EXPERIENCE: Possession of a high school or equivalency diploma and either:

A) Graduation from a recognized college or university with a Bachelor's Degree\* and two (2) years experience in financial administration, program monitoring, public administration or business management; or

B) Satisfactory completion of at least 60 credits at a recognized college or university\* and four (4) years of experience as stated in A).

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

Special Requirement: Current Certification as a New York State Public Notary (or acquisition within six months of employment). Possession of a valid license to operate a motor vehicle in the State of New York.

\*NOTE: Education beyond the secondary level must be from a regionally accredited institution or one recognized or accredited by the Board of Regents of the New York State Department of Education as a post secondary degree granting institution.

If interested, e-mail resume and cover letter to: City of White Plains Planning Department at [planning@whiteplainsny.gov](mailto:planning@whiteplainsny.gov)

17. The City of White Plains Planning Department is Hiring!

Grant Housing Policy Analyst (Part-Time)

Temporary: January 2017 – June 2018

Serves as a Housing Policy Analyst for the Department of Planning of the City of White Plains and assigned to the Zombie and Vacant Properties Remediation and Prevention Initiative. This position conducts research and policy development, and analysis of zombie and vacant property trends and causes, to develop greater understanding and design innovative local policy that will have a meaningful impact on this issue. The Housing Policy Analyst will also be responsible for coordinating the efforts of the City of White Plains



Abandoned Property Task Force and assist the Task Force in identifying risk indicators for foreclosure and drafting innovative policies and practices. Funding subject to terms and conditions of Grant.

Required Knowledge, Skills, Abilities and Attributes: Thorough knowledge of office terminology, procedures and equipment; ability to communicate effectively, both orally and in writing; ability to make accurate computations in the preparation of reports and statistics; ability to interpret rules, laws, regulations and policies; ability to plan, organize, prioritize, and pace workload; ability to maintain effective working relationships with other employees, supervisors, departments, committees and the public in a team approach; ability to analyze and compile information and prepare written and oral reports; proficiency with software applications for graphic design and web development (e.g. Adobe Creative Suite) as well as ArcGIS, good judgment; willingness to provide excellent services, resourcefulness; initiative; attention to detail; ability to perform in a reasonable manner the essential functions of the position.

MINIMUM EXPERIENCE: Possession of a high school or equivalency diploma and one of the following:

a) Graduation from a recognized college or university with a Master's Degree\* and at least six months experience in data analysis, urban planning, community development, public administration, social work;

OR

b) Graduation from a recognized college or university with a Bachelor's Degree\* and two (2) years' experience in data in data analysis, urban planning, community development, public administration, social work; OR

c) An equivalent combination of training and experience as defined by the limits of a) or b) above.

\*NOTE: Education beyond the secondary level must be from a regionally accredited

institution or one recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary degree granting institution.

If interested, email resume and cover letter to: [planning@whiteplainsny.gov](mailto:planning@whiteplainsny.gov).

#### 18. The City of White Plains Building Department is Hiring!

Grant Senior Clerk (Part-time)

Temporary: January 2017 – June 2018

The incumbent would create an office system with up-to-date resources and references that would continue to support more effective and efficient code enforcement practices following the grant term. Including assistance with preparation of housing court cases, title searches, creating a resource directory of contacts for different lending institutions, updating the property maintenance file, assisting with the creation of a new unit for Municipality, and provide support to the White Plains Abandoned Property Task Force. Must demonstrate office and computer skills, strong customer service and communication skills, both verbal and written. Accuracy and attention to detail, a must.

Submit Completed CWP Application with Resume to:

Damion Amadio, Commissioner of Buildings

70 Church Street

White Plains, NY 10601

E-mail: [damadio@whiteplainsny.gov](mailto:damadio@whiteplainsny.gov)

#### 19. Looking for a Job? Join Our Team. We are now hiring home health aides.

Royal Care, Today

After Hours, Sign Up Available, Call for Details

Great Pay - Referral Bonus - Flexible Schedule - Paid Vacation - All locations available -

Medical/Benefits Program

HHA Jobs Available, Apply Today at Any Office Location

Tel: 718-851-3800

[www.royalcare.nyc](http://www.royalcare.nyc)

Bronx: 558 Morris Ave., Bronx, NY 10451

20. Urban Pathways has multiple job openings!

Urban Pathways, Inc. is a not-for-profit organization committed to providing homeless and at-risk New Yorkers the housing, services and support they need to be self-sufficient. Our programs include outreach programs, a drop-in center, safe haven programs, supportive housing residences, permanent housing, a scattered site program, and vocational training and readiness programs.

Urban Pathways, Inc. offers a variety of employment opportunities for those interested in making a difference in the lives of others. We are committed to the professional growth and development of our employees and have a strong history of promotion from within.

Visit the Urban Pathways website and click "Employment!"

21. College and Community Fellowship Immediate Job Opening

College and Community Fellowship is a non-profit organization with a mission to eliminate individual and structural barriers to higher education, economic security, long term stability, and civic participation for women who have criminal convictions (including those currently and formerly incarcerated) and their families. The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position.

Programs Support and Event Coordinator

Full-time, Start Immediately

Location: 475 Riverside Drive, New York, NY

Application: Email resume and cover letter to Maria Santangelo,  
msantangelo@collegeandcommunity.org. No calls please!

General Description: The Programs Support and Event Coordinator (PSEC) supports all of CCF's programming, coordinates program wide events and provides office support on an as needed basis.

Minimum Requirements: A Bachelor's degree and/or 3-5 years programs experience.

Experience in an educational or social service setting is preferred. Experience in planning events will also be required.

Salary Range: Competitive with similar positions in the field and commensurate with experience, comprehensive benefits package. 14. Open Positions from City Limits

Make Up to \$1500/week on Your Own Schedule; Making Deliveries, Postmates, New York, NY

Vice President - Real Estate Transaction Services, New York City Economic Development Corporation, New York, NY

Deputy General Counsel, Center for NYC Neighborhoods, New York, NY

Vice President for Program Impact, The Opportunity Agenda, New York, NY

Chief Operating Officer - Color of Change, Color of Change, New York or Oakland, NY

For more information, visit [citylimits.org/jobs](http://citylimits.org/jobs)

22. Catholic Charities is Hiring!

Changing Lives, Building Communities with full-time and part-time positions. To apply for a position, click the link and send your resume to the contact person named in each listing.

Applicants may undergo a criminal background check which may include fingerprinting.

Catholic Charities and Affiliated Agencies are Equal Opportunity Employers committed to a

diverse workforce. And check back frequently! We're always updating the list: Catholic Charities Jobs Listings

### 23. CAMBA is Hiring!

CAMBA offers competitive salaries, excellent benefits and an opportunity to work in a friendly and diverse work environment. To apply for one or more of these openings, email your resume with a cover letter as one document attachment in MS Word to [submitresumes@camba.org](mailto:submitresumes@camba.org).

If you are looking for a job and are currently receiving cash public assistance, please email your resume to [CPAR@camba.org](mailto:CPAR@camba.org)

Specify the title(s) of the position(s) for which you are applying on the email subject line. If your resume appears to be suited to a current job opening, a program representative will contact you.

Thank you for your interest in jobs at CAMBA. CAMBA is an Equal Opportunity Employer (EOE).

No phone calls please.

When resume is submitted you will receive an automatic e-mail.

Please note: This site provides a listing of jobs currently available but some jobs may have been filled before the site update.

[camba.org/about/careeropportunities](http://camba.org/about/careeropportunities)

### 24. ANHD has job listings for nonprofits across New York City!

ANHD posts and tweets job listings for free for all NYC not-for-profit positions that assist low-income and/or homeless New Yorkers. Email [Melanie.B@anhd.org](mailto:Melanie.B@anhd.org)

Non-Profit Jobs, Organizing Jobs & Opportunities, Internships

Visit [anhd.org/jobs-housing/jobs/](http://anhd.org/jobs-housing/jobs/) for more info.

#### 25. Open Positions via City & State Careers

Policy Director, Center for an Urban Future - New York City

Program Manager - Recovery & Resiliency, Center for NYC Neighborhoods - New York City

For more opportunities, visit [careers.cityandstateny.com](http://careers.cityandstateny.com)

Deputy General Counsel, Center for NYC Neighborhoods, New York, New York

Deputy Commissioner for Public Information and Outreach - 272215, NYC Department of Investigation, New York, New York

For more information, visit [careers.cityandstateny.com](http://careers.cityandstateny.com)

#### 26. NYC Department of City Administrative Services Monthly Exam Schedule

Apply for exams online: Go to the DCAS Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms.

If you do not have access to a computer, visit one of our Computer-based Testing & Applications Centers (CTACs) to use our computers to submit your application (see below).

CTAC Locations: 2 Lafayette St., 17th Floor, Manhattan, NY and 210 Joralemon St., 4th Floor, Brooklyn. Hours: 9:00 AM - 5:00 PM, Monday through Saturday, unless otherwise noted.

Travel directions to CTACs

For additional information or assistance, please contact Rachel Ferrari at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

#### 27. The Northern Manhattan Improvement Corporation is hiring!

NYIC VISTA positions

Post-Graduate Fellowship Sponsorship Opportunities

Membership and Capacity Building Associate

Regional Outreach Associate or Coordinator

Executive Associate

Check back for more job listings: [thenyic.org/jobs-and-opportunities](http://thenyic.org/jobs-and-opportunities)

## 28. Parks Lifeguard Training

Every summer, dedicated lifeguards help to protect the millions of visitors to New York City's 8 beaches and 55 outdoor pools. Lifeguarding gives people the opportunity to work in a rewarding and challenging environment during the busy summer months. It requires split second decision making that could mean the difference between life and death and helps develop valuable skills-- a strong work ethic, teamwork, leadership and communication-- that will last a lifetime in any profession. Help build on the exemplary safety record our lifeguards have set over the years.

The Basics: Our beaches are open from Memorial Day weekend through Labor Day, and pools are open from late June through Labor Day. Lifeguards work 48 hours each week and first-year lifeguards earn at least \$15.00 an hour, for a weekly salary of about \$720.

To qualify for the training you must:

- Be able to swim 50 yards in 35 seconds with proper form.

- Have a minimum of 20/30 vision in one eye and 20/40 in the other without corrective lenses.

- Be 16 or older when the position begins.

For more information or for informational flyers and postcards, you can email [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

29. Northern Manhattan Improvement Corporation Employment and Training Programs  
Choose Among: Food Handler Certification (ServSafe and NYC Food Protection Certificate),  
Microsoft Office Specialist (MOS) Certification, Facilities Maintenance Training including 10  
Hour OSHA, Home Health Aide (HHA) Certification

Receive: Job Readiness Training, Education & Career Counseling, Job Placement Assistance  
Call Now or Walk Into Enroll! Space is Limited! Walk in from 8AM to 12PM, Monday through  
Thursday, 45 Wadsworth Avenue, New York, NY 10033, between W 1776th and W 177th Streets  
Call Alba at 212-822-8357 or Sophie at 212-822-8324.

Contact Rachel Ferrari for the flyer in English and Spanish at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

30. Retraining Program for Immigrant Engineers @ CAMBA

The Cooper Union Albert Nerken School of Engineering

Spring 2017 Semester - 3 Month Sessions, Classes held evenings & weekends

Eligibility:

The program welcomes immigrant professionals who are:

- Work-authorized in the U.S.
- Have educational credentials and professional experience in engineering, chemistry, information technology or a related field
- Demonstrate a financial need

Job Placement Assistance Provided to All Graduates

For more information and to apply: [www.cooper.edu/immigrant-retraining](http://www.cooper.edu/immigrant-retraining)

Courses are FREE for those who qualify

Rebuild your career in the US!

- Analytical Chemistry: Spectroscopy & Chromatography
- Green Building Guidelines & Environmental Safety



- Heating, Ventilation, Air-Condition & Refrigeration
- Building Operation, Maintenance & Safety Regulations
- National Electrical Code (NEC) & its applications
- Bridge, Highway, Tunnels and Buildings: Professional Practice for Cost Estimating
- AISC Structural Steel Design
- ACI Structural Concrete Design
- Introduction to AutoCAD for Engineers
- Advanced AutoCAD and Revit
- Data Architecture Principles, Data Structure and SQL
- Java Programming
- Microsoft.NET and C#
- Software Quality Assurance—Manual Testing
- Software Quality Assurance—Automated Testing
- Linux (UNIX) Administration
- Android Software Development

31. Free IT Training? Per Scholas is almost too good to be true!

Unemployed? Per Scholas has a solution! We offer FREE IT Training and Career Assistance in:

- PC/Mobility Support
- Cisco Networks
- Software Testing

Basic Eligibility:

- Ages 18 and older
- High school diploma or GED
- Genuine interest in pursuing a career in IT

- Self-directed, high levels of responsibility & initiative
- U.S. Citizen or authorized to work in the U.S.
- Available to attend classes 9:00am – 4:00pm, Mon - Fri

Apply online or attend an information session. No appointment needed.

Information sessions are Monday through Friday at 9am.

804 East 138th Street, 2nd Floor | Bronx, NY 10452

Phone: 718-991-8400 | [perscholas.org](http://perscholas.org)

How to Apply: [perscholas.org/applynyc](http://perscholas.org/applynyc)

Our partner employers are hiring!

Contact Rachel Ferrari for the flyer in at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

### 32. Neighborhood Grants Available to Improve Your Community

Have a great idea for a community improvement project? Apply for a grant! Citizens Committee for New York City runs the Neighborhood Grants program, which awards grants of up to \$3000 to neighborhood groups, public school-based groups, and NYCHA tenants associations working to improve the quality of life across the city. Groups they support carry out projects as varied as community gardening, theatre and fine arts programming, composting, tenant organizing, and more!

The Deadline is January 23, 2017. For a grant application and for more info, contact Imani at 212-822-9567 or [ibrown@citizensnyc.org](mailto:ibrown@citizensnyc.org). Applications can be downloaded in English and Spanish from our website: [www.citizensnyc.org/Grants/Love-Your-Block](http://www.citizensnyc.org/Grants/Love-Your-Block).

Contact Rachel Ferrari for the flyer at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

### 33. Montefiore Health Profession Opportunity Grant

What is the Montefiore Health Profession Opportunity Grant?

The Health Profession Opportunity Grant is designed to help individuals become New York State Certified Home Health Aides and break into the healthcare industry. Our program partners with New York State Department of Health accredited Home Health Aide training agencies that provide FREE training classes and FREE job placement assistance to individuals who earn a Home Health Aide certificate. Montefiore provides financial incentives and support services to assist participants in completing training, obtaining employment and advancing their healthcare careers. Call 929-220-8094 or toll-free 844-411-HPOG (4764) today to find out how to participate. You can request the information about this program by contacting Rachel Ferrari at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov) or visit the office to request a referral.

#### 34. Youth Opportunity! Apply to Green City Force!

Motivated to take the next step toward a career, college, or both?

Growing One Future at a Time! If you are 18-24 years old with a high school diploma or GED, take the next step-- attend an upcoming Information Session!

Register by calling Shanee Lucas, GCF Team Leader, at 347-720-2823, or email

[Shanee@greencityforce.org](mailto:Shanee@greencityforce.org).

Live in one of these NYCHA Developments? Boulevard, Bushwick, Brownsville, Butler, Catle Hill, Ingersoll, Patterson, Polo Grounds, Queensbridge, Red Hook, St. Nicholas, Stapleton, Tompkins, Van Dyke, Wagner

Job training & hands-on experience, \$500 stipend twice a month, National Certifications, \$2865 towards college education, Monthly Metrocard, Active alumni network, Support for job/college placement.

#### 35. Bronx Youth Chorus seeking Teen Singers

The Foundation for the Revival of Classical Culture and the Schiller Institute NYC Community Chorus is starting a Bronx Youth Chorus soon. This chorus will be learning to sing Classical Music, African American spirituals and other freedom songs in the tradition of Italian Bel Canto at the Verdi Tuning of C=256 HZ.

All Youth from 13 to 19 years of age a welcome to join.

Register by phone: 718-709-8722

### 36. Tuition Free Classes with the SUNY Bronx Educational Opportunity Center

#### Tuition Free Master Barber Classes

Licensing: Tuition free training class, Get your license in only 5 months, Official NYS Master Barber Program, Experienced Instructor/Master Barber

Requirements: High School diploma or equivalent, Must be at least 18 years of age, Must take a placement test, Must achieve the required scores

Registration: Monday and Wednesday at 8:30 AM, Must have all required documents,

Applicants with 24 or more college credits are not eligible

SUNY Bronx Educational Opportunity Center, 1666 Bathgate Ave, Bronx, NY 10457, 718-530-7000, BronxEOC.org

#### Tuition Free High School Equivalency Classes

Preparation: Prepare for the official TASC Exam, Highly successful passing rate, Instructions in Reading, Writing, Math, Social Studies and Science

Requirements: NYS Resident for one year or more, Must be at least 18 years of age, Must take a placement test, Must achieve required scores

Registration: Monday and Wednesday at 8:30 AM, Must have all required documents,

Applicants with 24 or more college credits are not eligible

SUNY Bronx Educational Opportunity Center, 1666 Bathgate Ave, Bronx, NY 10457, 718-530-7000, BronxEOC.org

## Tuition Free College Prep Classes

Preparation: Pre-college level instructions in Reading, Writing, Math, College and Financial Aid application assistance. Much more...

Requirements: High School diploma or equivalent, Must be at least 18 years of age, Must take a placement test, Must achieve required scores

Registration: Monday and Wednesday at 8:30 AM, Must have all required documents,

Applicants with 24 or more college credits are not eligible

SUNY Bronx Educational Opportunity Center, 1666 Bathgate Ave, Bronx, NY 10457, 718-530-7000, [BronxEOC.org/College](http://BronxEOC.org/College)

Contact Rachel Ferrari for the flyer at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

## 37. Tremont United Methodist Church offers Free US Citizenship and English Classes

Free US Citizenship Class, Clase Gratis para el Examen de Ciudadania

We Are Open All Year Open/Estamos Abiertos Todo El Ano

Tuesday/Martes

6:30 pm – 8:30 pm

1951 Washington Ave Bronx New York 10457

Call: Eric Shirley (718) 308-6828; Angela Perez (347)366-8727

Email: [tumcsinglesministry@gmail.com](mailto:tumcsinglesministry@gmail.com)

Llama: Eric Shirley (718) 308-6828; Angela Perez (347)366-8727

Inscribirse: [tumcsinglesministry@gmail.com](mailto:tumcsinglesministry@gmail.com)

Free English Classes for Adults, Clase Gratis de Ingles para Adultos

We Are Open All Year Open/Estamos Abiertos Todo El Ano

Tuesday/Martes & Fridays/Viernes

6:30PM – 8:30PM

1951 Washington Ave Bronx New York 10457

Call: Eric Shirley (718) 308-6828; Angela Perez (347) 366-8727

Email: [tumcsinglesministry@gmail.com](mailto:tumcsinglesministry@gmail.com)

Llama: Eric Shirley (718) 308-6828; Angela Perez (347)366-8727

Inscribirse: [tumcsinglesministry@gmail.com](mailto:tumcsinglesministry@gmail.com)

Contact Rachel Ferrari for the flyer at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

### 38. Next STEPS offers Employment Assistance, Mentoring and Stipend Opportunities

Next STEPS Transformative Mentoring, a program for 16-24 year olds who live in or near the Butler Housing Development, through the Osborne Association, works with you to identify and reach your goals by pairing you with a committed mentor. Osborne's mentors are passionate about motivating you and strengthening your leadership and life skills. In addition to a personal mentor, you'll be connected to resources to enhance your education, employment, relationships or family, and leadership skills.

Resume assistance

Conflict resolution training

Preparation for the high School Equivalency Diploma (TASC)

Earn up to \$1200 in stipends

Daily MetroCard

Dinner served daily

Job Club training

Participate in community projects, events, and be inspired by empowering speakers

Location: Butler Houses Community Center, 1368 Webster Ave., Bronx, NY 11201

Meets: Tuesdays and Thursdays, 6-8PM

Contact us for referrals or to make an appointment: Arabia Veggacado, Team Leader, 917-617-5193, [AVeggacado@osborneny.org](mailto:AVeggacado@osborneny.org) or Mark Simmons, Senior Mentor, 917-391-8605,

[MSimmons@osborneny.org](mailto:MSimmons@osborneny.org)

Contact Rachel Ferrari for the flyer at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

### 39. Osborne Association Career Center

Osborne's Career Center is a 4-week program that empowers men and women with criminal records, who often face additional barriers to finding employment, to pursue careers in the building trades and maintenance sectors. Those who are accepted receive:

- Career development and coaching

- Practical skills training

- Financial literacy

- Job search & retention support

- 10-hour OSHA (Construction Safety)

- Daily MetroCards

- Bi-weekly stipend of \$200

- Breakfast and Lunch served daily

- 1, 3, 6, and 12 month work retention incentives plus incentives after program graduation!

#### Participant Requirements:

- Have prior criminal justice involvement

- Be able to pass a drug test and remain drug free

- Test at the 6th grade level in math and reading (TABE)

- Be able to perform physical labor (lift at least 50 lbs.)

- Reside in NYC (5 boroughs) and/or Lower Westchester

- Be committed to a career path

- High school diploma or GED/TASC preferred, but not required

Screening and Eligibility: Pre-screening by phone only. Screening by appointment only, Tuesdays promptly at 10AM.

For more information or for a pre-screening, contact a Career Coach: Starsky Rivas, 718-707-

2617 and Rodney Gordon, 718-707-2706

#### 40. It's Never Too Late! Free Adult Education Classes

Did you know that the NYC DOE's Office of Adult and Continuing Education, offers free adult education classes to adults 21-and-over who do not have a U.S. high school diploma or equivalent? You can enroll in English-as-a-Second-Language (ESL) classes to learn English, high school equivalency (GED) classes to earn a high school equivalency diploma, and Career and Technical Education classes to become certified in a trade, such as Certified Nurse Assistant, Culinary Arts, MicroSoft Certification, and more. Proof of US residency is not required. If you are interested in classes, please call the region of interest. You can attend classes at any site in NYC: the one closest to work, to home, to your child's school, or wherever is most convenient. For more information, go to [www.oacenyc.org](http://www.oacenyc.org). For information in languages other than English, visit our publications webpage:

[http://schools.nyc.gov/community/AdultEd/classes/OACE\\_flier.htm](http://schools.nyc.gov/community/AdultEd/classes/OACE_flier.htm)

Choose from 900 Classes Including:

Adult Basic Education

High School Equivalency Preparation

English for Speakers of Other Languages

Certified Nursing Assistant

Building/Property Maintenance

Electrical Installation

Computer Literacy

Carpentry

A+

For adults 21 years and older. Day and night classes are available in all five boroughs. Proof of US residency not required.



Bronx Adult Learning Center Region 1 - Bronx: 3450 E Tremont Ave, Bronx, NY 10465, 718-863-4057

Contact Rachel Ferrari for the flyer in multiple languages at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).