



AHRC NYC Employment & Business Services (EBS)

AHRC MISSION: AHRC NYC is one of the largest providers of services for children and adults with developmental disabilities in New York City. Our mission is to advocate for people who are neurodiverse, to lead full and equitable lives.

Assistant Coordinator; The Partnership for Inclusive Internships

SUMMARY: The Partnership for Inclusive Internships (PII) is a grant-funded public/ private partnership between AHRC NYC and NYC ("City") government agencies. The PII Program seeks to increase job readiness and promote employment for people with disabilities through internships in city government.

- **RESPONSIBILITIES OVERVIEW:** Working for AHRC, market the internship program to different offices & programs within city gov't to develop internship opportunities/ Act as Liaison between the intern referral sources & city agencies/ Screen intern candidates for job readiness & intern placements/ Consult w/ dept heads & supervisors to determine ongoing needs & to assure that appropriate learning opportunities for interns are met/ Create & revise as needed, specific descriptions of tasks & responsibilities offered to prospective interns/ Ensure appropriate supervision & training of interns/ Assist in ACCES-VR eligibility process, tracking of placements & outcomes, in order to generate statistical reports/ Attend & coordinate steering committee meetings/ Conduct other tasks as necessary

MORE ABOUT AHRC NYC; Come join an organization recognized by Forbes Magazine as a Best Midsize Employer in America two years in a row...generosity guides us as we honor our legacy, and continuously grow through a culture of curiosity, creativity and optimism.

QUALIFICATIONS: 3 years working with people with disabilities required...Experience with Job Placement preferred...Strong interpersonal and writing skills...Proven ability to develop/ maintain relationships w/ a wide range of stakeholders...Prior employment training and/ or HR experience would be useful...Solid Social Media Platform skills...Willingness to work flexible hours as needed

To apply online, please visit the
Employment Opportunities section of our website:
www.ahrcnyc.org and for Immediate Response, please
E-mail your resume to marc.silverstein@ahrcnyc.org or
to Learn More, Text Marc Silverstein at 718-561-9650

AHRC New York City provides equal employment opportunity to all applicants, with employment based upon personal capabilities and qualifications without discrimination because of race, color, national origin, religion, sex (with or without sexual conduct), age, disability, pregnancy, alienage or citizenship status, marital status, creed, genetic disposition or carrier status, sexual orientation or any other protected characteristic as established by law.