

Program Outreach Specialist 1 (NY HELPS)

Announcement Posted:

10/23/2024

Responses must be hand delivered or postmarked by:

11/02/2024

Salary Range:

\$65,001 to \$82,656

Location:

Employment and Income Support Programs / NYS Food and Anti-Hunger Projects
40 North Pearl Street
Albany, NY 12243

Grade:

18

of Positions:

1

Candidates Must Meet the Following Qualifications:

NY HELPS: This title is part of the New York Hiring for Emergency Limited Placement Statewide program (NY HELPS). For the duration of the NY HELPS Program, candidates may be hired via a non-competitive appointment if they meet the below NY HELPS minimum qualifications.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

NON-COMPETITIVE QUALIFICATIONS:

Six years of professional experience in a position where the primary (50% or more of the time) responsibility was the extensive promotion and representation of programs and services for public and/or private organizations for the purpose of increasing participation in, or utilization of, these programs and services.

Substitution: A bachelor's degree may be substituted for up to four years of the above experience.

Qualifying Professional Experience includes, but is not limited to professional experience in corporate, not for profit, private organizations and governmental agency public relations; advertising; marketing, or promotion of public programs and services. Duties must have included creating,

scheduling, organizing, and promoting outreach activities*, including conferences, workshops, training sessions and other public events, to promote agency programs to target populations.

Examples of Non-Qualifying Experience: Experience primarily in or restricted to administrative assistance, art/graphic design or copywriting, recruitment and placement services, provision of program information and other direct contact with clients or potential clients of program services and direct customer sales.

OR

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, candidate must be currently enrolled in the Civil Service 55b/c program and must meet the minimum qualifications listed above. Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://www.careermobilityoffice.cs.ny.gov/cmof/gotit/).

COMPETITIVE QUALIFICATIONS:

Eligible for a lateral transfer or eligible for transfer under Section 70.1 and 52.6 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <https://careermobilityoffice.cs.ny.gov/cmof/gotit/>.

OR

Reachable on the appropriate eligible list in Albany.

Duties of Position:

This Program Outreach Specialist 1 (SG-18) position is located in the Employment and Income Support Programs (EISP) division of OTDA. The primary responsibility will be to administer the Restaurant Meals Program (RMP) with supervisory oversight from the NYS Food and Anti-Hunger Policy Coordinator, associated with the OTDA Commissioner's Office.

Duties of the position include, but are not limited to, the following:

- Coordinate the Statewide roll out of the Restaurant Meals Program (RMP);
- Monitor the RMP link and send New York State (NYS) agreement to new establishments on the list;
- Review agreements before sending to OTDA Legal Affairs for execution;
- Communicate with establishments upon NYS approval on next steps;
- After United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) approval, follow up with restaurant to get decal and printed material;
- Prepare listing for restaurant for the OTDA Public Information Office (PIO) to list on the State RMP website;
- Review status of establishments that applied and status of application;

- Develop marketing strategies and presentations for the program; and
- Assist in the development and administration of other related special projects, such as Anti-Hunger initiatives, Diaper Bank programs the Nutrition Incentive pilot, the Maternal Mental Health task force, Veterans Feeding Veterans, and other Ad-hoc inter-agency work groups.

Conditions of Employment:

A full-time permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Candidates must be legally authorized to work in the United States.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

Remarks:

- **Candidates should reference posting 24-253 when submitting your application.**
- **If submitting electronically, please reference posting 24-253 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. We actively solicit and encourage applications from Black, Indigenous, and People of Color (“BIPOC”); LGBTQIA+ individuals; women; people with disabilities; and military veterans.