

**MANHATTAN BOROUGH PRESIDENT’S OFFICE  
CITYWIDE JOB VACANCY NOTICE**

<b>Civil Service Title: Community Planning Board Coordinator</b>	<b>Salary: \$51,500 (Annual)</b>
<b>Office Title: Community Liaison</b>	<b>Work Location: One Centre Street, NY, NY 10007</b>
<b>Division/Work Unit: Community Affairs</b>	<b>Work Hours: 35 Hours per week. Evening and weekend work may be required.</b>

**JOB DESCRIPTION**

Manhattan Borough President Gale Brewer seeks a **Community Liaison** to be part of her collaborative, energetic, and innovative team. The prospective staff member must be committed to seeking out new and better ways for the office to connect with, and deliver for, Manhattan’s diverse neighborhoods, communities, and constituents. The Community Liaison would represent the Borough President’s office in Community Boards 8 & 11 and work under the supervision of the Director of Community Affairs and the Deputy Borough President.

**Specific responsibilities include but are not limited to:**

- Serve as the Borough President’s primary representative for Manhattan Community Boards 8 & 11;
- Assist staff at events throughout the two districts and represent the Borough President at community meetings;
- Maintain relationships with district stakeholders including community boards, block associations, tenant associations, non-profit organizations, business improvements districts (BID) and schools;
- Identify new/emerging community groups with which to build relationships with on behalf of the Borough President;
- Identify emerging community issues and help guide the office’s response;
- Conduct community outreach around office initiatives, events and press conferences;
- Maintain contact with the offices of local elected officials representing Community Boards 8 & 11;
- Serve as a point person for the Borough President’s Community Board, BID and Community Education Council (CEC) appointees within the districts;
- Help facilitate the community board appointment process including outreach and recruitment for community board applicants;
- Assist constituents with individual concerns including housing, health care, social service and education issues;
- Assist with planning and implementation of town hall meetings and other office-sponsored forums
- Draft testimony, correspondence, briefings, and talking points for elected official and senior staff.

**MINIMUM QUALIFICATIONS**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

## PREFERRED QUALIFICATIONS

- Baccalaureate Degree
- At least two years of public service experience strongly preferred, i.e. community organizing, campaign, government, or non-profit work experience
- Familiarity with the issues facing Manhattan communities including some knowledge of the areas included in Community Boards 8 & 11. Be prepared to identify key issues in each of these boards if chosen to interview with the MBPO.
- Strong organizational skills including the ability to prioritize, meet deadlines, ask critical questions and maintain consistent attention to details;
- Outstanding communication, interpersonal and organizational skills;
- Excellent written and public speaking abilities;
- Flexibility with regard to work hours, must be available to work multiple evenings and weekends.
- Ability to work well under pressure.
- Bilingual (Spanish)

## TO APPLY

### Interested candidates must do the following steps:

1. Email a cover letter and resume in a word or PDF document to: [resumes@manhattanbp.nyc.gov](mailto:resumes@manhattanbp.nyc.gov) with “**Community Liaison**” in the subject line, **AND**
2. **Non-City Employees:** Apply to position on the NYC Careers website click, <https://a127-jobs.nyc.gov> and search for Job ID#: 406618

**City Employees:** Apply via Employee Self-Service (ESS). Click on recruiting Activities>Careers and search for Job ID#: 406618

Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

The Office of the Manhattan Borough President is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, gay/lesbian/bisexual/transgender people, people with disabilities, and veterans are encouraged to apply.

New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for two (2) continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

**The City of New York is an Equal Employment Opportunity Employer**

**Post Date: August 19, 2019**

**Remove Date: Until filled**