

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

Civil Service Title: Community Planning Board Coordinator	Salary: \$60,000 annually
Office Title: Community Liaison	Work Location: David N. Dinkins Municipal Building One Centre Street New York, NY 10007
Division/Work Unit: Community Affairs	Work Hours: 35 Hours per week. Evening and weekend work may be required.

JOB DESCRIPTION

Manhattan Borough President Mark Levine seeks a Community Liaison to be part of his 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 at various Community Boards 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 pre-assigned Manhattan Community Boards
- Oversee the design, implementation, and management of outreach initiatives targeting underserved populations, including older adults, youth and emerging adults, justice-impacted youth, and others.
- Maintain relationships with district stakeholders including community boards, block associations, tenant associations, non-profit organizations, business improvements districts (BID) and schools
- Regularly update contact lists for community leaders
- Assist staff at events throughout Manhattan and represent the Borough President at community meetings
- 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 pre-assigned Community Boards
- 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
- Bilingual (French a plus)
- Familiarity with the issues facing Manhattan communities including some knowledge of the areas included in Community Board. 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 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 nights and weekends
- Ability to work well under pressure

TO APPLY

Interested candidates must do the following steps:

Email a cover letter and resume in a word or PDF document to: resumes@manhattanbp.nyc.gov with “**Community Liaison**” in the subject line, **AND** apply for the position on the **CITYJOBS Website**:

- **Non-City Employees:** Apply to position on the CITYJOBS website click, <https://cityjobs.nyc.gov> and search for **Job ID# 622553**
- **City Employees:** Apply via Employee Self-Service (ESS). Click on recruiting Activities>Careers and search for **Job ID# 622553**

ADDITIONAL INFORMATION

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

New York City residency is required within 90 days of appointment.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/studentloans.

The City of New York and the Manhattan Borough President’s Office is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.