

City of New York
DEPT OF DESIGN & CONSTRUCTION
Citywide Temporary Grant-Funded Job Posting Notice

Civil Service Title: Community Coordinator	Level: 00
Title Code No: 56058	Salary: \$50,362/\$57,916-\$78,177
Business Title: Outreach Coordinator	Work Location: 30-30 Thomson Avenue, LIC, NY
Division/Work Unit: Executive/ Intergovernmental and Community Affairs – Build It Back	Number of Positions: 1
Job ID: 263104	Hours/Shift: 35 hours
Job Description	
<p>The New York City Department of Design and Construction is seeking an Outreach Coordinator to work with the City of New York Build It Back (BIB) Program. The BIB program provides assistance to New York City property owners whose properties were damaged by Hurricane Sandy. BIB provides property owners with assistance towards repair and elevation of storm-damaged property and rebuilding of a severely storm-damaged or completely destroyed property. Working closely with the Director for the Office of Community Outreach and Notification (OCON), candidate will provide input developed through fieldwork and make recommendations to improve public communication and coordinate across city agencies; coordinating outreach and engaging communities affected by Hurricane Sandy; as well as attending and participating in meetings to increase BIB presence in underserved neighborhoods. Working with local non-profit organizations that directly aid homeowners throughout the Build it Back process. Additional duties may also include developing, assembling or otherwise obtaining materials including graphs, charts, and maps used during agency presentations to groups or at public assemblies. This position will require some night and weekend work.</p> <p>* This is a grant-funded position that may only have tenure of up to eighteen months.</p>	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 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 Skills	
<p>A valid Motor Vehicle Drivers License is essential, as well as the ability to travel throughout the areas of Brooklyn and Staten Island. Familiarity with the areas damaged by Hurricane Sandy and the City's public building systems and. Experience working with diverse communities, cultures, and ethnicities. Computer skills with emphasis on Microsoft Word, Publisher and PowerPoint. Strong written and verbal presentation skills are required.</p>	
To Apply	
<p>For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers and Search for Job ID # 263104.</p> <p>For all other applicants, please go to www.nyc.gov/jobs, go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 263104.</p> <p>Do not e-mail, mail or fax your resume to DDC directly. No phone calls will be accepted.</p>	
Posting Date: 10/03/2016	Post Until: Filled

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