

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

<b>Civil Service Title:</b> Community Associate	<b>Level:</b> 00
<b>Title Code No:</b> 56057	<b>Salary:</b> \$35,683/\$41,036-\$59,385
<b>Title Classification:</b> Non-Competitive	
<b>Business Title:</b> Outreach Associate	<b>Work Location:</b> 30-30 Thomson Avenue, LIC, NY
<b>Division/Work Unit:</b> Public Buildings/Build It Back Program	<b>Number of Positions:</b> 3
<b>Job ID:</b> 275846	<b>Hours/Shift:</b> 35 hours
<b>Job Description</b>	
<p>The New York City Department of Design and Construction is seeking 3 Outreach Associates to work with the City of New York's 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), candidates 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><b>* This is a grant-funded position that may only have tenure of up to eighteen months.</b></p>	
<b>Minimum Qualification Requirements</b>	
<ol style="list-style-type: none"> <li>1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or</li> <li>2. Education and/or experience which is equivalent to "1" above.</li> </ol>	
<b>Preferred Skills</b>	
Computer skills with emphasis on Microsoft Word, Publisher and PowerPoint. Strong written and verbal presentation skills are required.	
<b>Residency Requirement</b>	
New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.	
<b>To Apply</b>	
<p>For City Employees, please go to <a href="#">Employee Self Service (ESS)</a>, click on Recruiting Activities/Careers and Search for Job ID # 275846.</p> <p>For all other applicants, please go to <a href="http://www.nyc.gov/jobs">www.nyc.gov/jobs</a>, go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 275846.</p> <p>Do not e-mail, mail or fax your resume to DDC directly. No phone calls will be accepted.</p>	
<b>Posting Date:</b> 12/19/2016	<b>Post Until:</b> Filled

**The City of New York/NYC Department of Design and Construction is an Equal Opportunity Employer**