

**CITY OF NEW YORK  
NEW YORK CITY DEPARTMENT FOR THE AGING**

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$50,362 - \$78,177*</u> <u>\$57,916 - \$78,177**</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Borough Outreach Director</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>External Affairs/Outreach/Community Liaisons</u>		

**Job Description:**

Under general direction, with wide latitude for independent initiative and judgment, the incumbent will:

- Perform outreach to older adults in the community; and represent the Department including its policies and positions at borough, district and community meetings, and at other events as assigned.
- Understand current community perspectives on aging-related issues and needs; and communicate these to DFTA management in order to inform the Department of emerging issues that impact older New Yorkers.
- Organize, participate in, and provide support for special projects and initiatives of the Department.
- Perform all duties, administrative tasks, and all other related work as assigned, in a timely and professional manner.

**\*Non-City rate**

**\*\*City incumbent rate**

**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;
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 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:**

- 1-2 years of experience in community work or public service activities, or in a government or elected official’s office.
- Superior communication skills and strong passion for intergovernmental and external relations.
- Ability to engage with the public in a professional manner; Exercise sound judgment.
- Strong organizational skills, and problem-solving abilities.
- Basic computer skills (MS Office: Word, Outlook, Excel, etc.).

**NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.**

**TO APPLY**

Please be sure to submit a resume & cover letter when applying.

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>  
Click on Recruiting Activities/Careers and Search for Job ID #347792

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#347792

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: <b>July 2, 2018</b>	Post Until: <b>Filled</b>	JVN No. <b>125-19-05CW</b>
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**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**