



JOB VACANCY NOTICE

Office Title: Community Affairs Organizer

Salary: \$54,100- New City Employees
\$62,215- 2 years of city service

Civil Service Title: Community Coordinator

Title Code & Schedule: 56058 – Full Time

The Brooklyn Borough President's Office is seeking a highly motivated and outgoing Community Affairs Organizer. The Community Affairs Organizer reports to the Director of Community Affairs, whose primary role is to identify community needs and develop a strategy for outreach and engagement throughout the borough of Brooklyn to advance the office's goals and mission. An integral part of this position is the ability to establish, build and maintain relationships with key community-based organizations, government agencies, community boards, non-profit organizations, schools, and faith-based organizations, among others. The candidate must be able to maintain a flexible schedule to work nights and weekends and will perform a wide range of tasks including, but not limited to:

- Maintain a proactive approach to community projects.
- Research and identify appropriate partners to strengthen community relationships.
- Increase the Borough President's office visibility at community and outreach events.
- Conduct meaningful and intentional outreach for activities, including but not limited to parades, holiday events, block parties, marches, tabling, schools, faith-based organizations, and any other organization assigned by the Director.
- Report information about community issues, preferences, and needs to Director, key internal stakeholders, and leaders, and develop recommendations to address them.
- Build and maintain a database of community partners, organizations, and community leaders.
- Implement and maintain document management protocols, including reports and confidential information.
- Work on special projects as needed.
- Collaborate with other teams within the office on community-related items.

Minimum Qualifications Requirements

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 three 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 two years of experience as described in "1" above.

Preferred Skills

- Strong interpersonal written, verbal, and communication skills with the ability to establish and maintain excellent relationships with others.
- Excellent public speaking skills with the capacity to serve as a spokesperson at events on behalf of the Brooklyn Borough President.
- Demonstrated ability to work and communicate effectively with people of diverse ethnic, economic, racial, and cultural backgrounds.
- Must have the ability to work independently and collaboratively.
- Excellent organizational and effective time management skills.
- Organized, detail-oriented, and able to multi-task and prioritize duties.
- Proficiency in using various Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook; and familiarity with virtual platforms (e.g., WebEx, Zoom, and Microsoft Team).
- In addition to English, fluency in a foreign language including Spanish, Mandarin Chinese, Cantonese, Russian, Korean, Haitian Creole, Arabic, Bengali, Hindi, Urdu, Yiddish, or Hebrew is a plus to communicate with members of the community.
- Highly motivated and self-directed; capable of seeing projects through from beginning to end.
- A strong commitment to the values and vision articulated by the Brooklyn Borough President.

To apply: Submit a resume, and cover letter to BKBPHR@brooklynbp.nyc.gov subject line “Community Affairs Organizer” Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

The City of New York 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. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to apply for a job because of your disability. You can request reasonable accommodations from the EEO office at BKBPEEO@brooklynbp.nyc.gov.

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 deemed to be in compliance with the residency requirement if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

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 [Public Service Loan Forgiveness | Federal Student Aid](#).

Post Date: March 20, 2023

Post Until: Until Filled

JVN #: 012-23-001
