

CIVIL SERVICE TITLE: Administrative Public Information Specialist, M2	TITLE CODE NO.: 10033-M2
OFFICE TITLE: Director, Community Partnerships and Outreach	SALARY: \$54,740-\$110,000 (Annual)
DIVISION/WORK UNIT: External Relations	WORK LOCATION: 123 William Street, New York, New York 10038
HOURS 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of Community-Based Organizations (CBO) throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of high quality programs that are innovative and practical, and positively impact youth and communities. The Director for Community Partnerships and Outreach, under the direction of the Assistant Commissioner for External Relations, with latitude for the exercise of independent initiative and judgment, will:

- Maintain and develop relationships with community, government, business, and non-profit organizations, including but not limited to, 59 Community Boards, Borough Service Cabinets, the Joint Youth Services Planning Committee, the Interagency Neighborhood Advisory Boards, community leaders, and philanthropic organizations.
- Build partnerships between grass roots organizations and DYCD-funded programs.
- Assist in preparing testimony and background materials for public hearings and related events.
- Represent DYCD at special youth service projects and events sponsored by Community Boards, Youth Coordinators, non-profit organizations during weekends and evenings.
- Perform related duties as assigned.

PREFERRED SKILLS:

- The successful candidate will have good interpersonal skills and the ability to work well under pressure. Communication, research and writing skills are important, as is the ability to assimilate complex information on a wide variety of topics.
- Familiarity with the diverse communities of New York City.
- Bilingual in English and Spanish is a plus.
- Experience with human services programs and non-profit sector.

MINIMUM QUALIFICATIONS:

1. A Baccalaureate degree from an accredited college with 24 credits in English, journalism or public relations, plus five (5) years of full-time paid experience in public relations, journalism or advertising, including two (2) years in an administrative, supervisory or consultative capacity; or
2. A combination of education and/or experience which is equivalent to "1" above. Graduate study in English, journalism, or public relations may be substituted for up to one year of required experience. However, all candidates must have at least two (2) years of administrative, supervisory, or consultative experience in public relations, journalism or advertising.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT

Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.

To APPLY:

Search for the Job ID

#176126

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE.
SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER
CONSIDERATION WILL BE CONTACTED.

If you do not have access to a personal computer, please visit your local library

POST DATE: 11/21/2014

POST UNTIL: Until Filled

Job ID #: 176126

The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.