

THE NEW YORK CITY LANDMARKS PRESERVATION COMMISSION

THE MUNICIPAL BUILDING, ONE CENTRE STREET - 9TH FLOOR NORTH, NY, NY 10007 212.669.7700

JOB VACANCY NOTICE # 136-2016-239618

CIVIL SERVICE TITLE: Community Associate AGENCY TITLE: External Affairs Coordinator	TITLE CODE NO. 56057
LOCATION: 1 Centre Street, 9 th Floor North, New York, NY 10007	SALARY Minimum \$39,841; Incumbent Minimum \$39,841- Maximum: \$48,000
JOB DESCRIPTION The Landmarks Preservation Commission (LPC) is the largest municipal preservation agency in the nation. It is responsible for protecting New York City's architecturally, historically, and culturally significant buildings and sites by granting them landmark or historic district status, and regulating them once they're designated. The External Affairs Coordinator serves as the Commission's initial, front line liaison to the general public regarding the agency and its work. Responsibilities include but are not limited to: <ul style="list-style-type: none">• Responds to inquiries from public information line and various email accounts;• Public liaison for LPC Public Hearings and Public Meetings;• Coordinates testimony from private individuals, civic and neighborhood groups interested in the LPC process;• Serves as the primary liaison between the city's 59 Community Boards and the agency;• Maintains the agency website's public hearing information;• Generates content and maintains agency social media accounts;• Assists in the production of outreach materials;• Responsible for gathering and tracking data for Mayor's Management Reports and state agency reports;• Coordinates the agency relationship with the NYC Landmarks Preservation Foundation.	
QUALIFICATION REQUIREMENTS: 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 2. Education and/or experience which is equivalent to "1" above.	
PREFERRED QUALIFICATIONS <ul style="list-style-type: none">• Strong customer service approach;• Excellent writing, editing, and oral communication skills;• Experience interacting with the public;• Ability to respond promptly to multiple competing requests;• High attention to detail;• Web and graphic skills desired, experience with Adobe suite preferred.• Proficient in Microsoft Office	
The Landmarks Preservation Commission will only respond to qualified candidates.	
Please submit resume and cover letter to: NYC Careers at https://a127-jobs.nyc.gov/ Current City employees must apply through Employee Self Service (ESS) at http://cityshare.nycnet/ess , under Recruiting Activities/Careers/136-2016-239618 While we appreciate every applicant's interest, only those under consideration will be contacted.	If you were educated in a foreign school, you must be able to submit an evaluation of your foreign education from an approved organization. Final appointment is subject to approval by the Office of Management and Budget.

The Landmarks Preservation Commission is an Equal Opportunity Employer

DATED: April 29, 2016

POST UNTIL: May 12, 2016