

**NYC Office of the Mayor
Deputy Mayor for Health & Human Services
Center For Economic Opportunity (CEO)
Job Announcement for Staff Advisor**

The NYC Center for Economic Opportunity (CEO) was established by Mayor Michael Bloomberg to develop new and innovative strategies for reducing poverty. The initiatives increase education and employment opportunities and foster economic stability. The projects are implemented by 20 City agencies and funded by an annual \$100 million public/private commitment. CEO evaluates all its programs and has an ambitious research and policy agenda.

CEO is seeking an advisor to work on intergovernmental affairs, policy, research and program support.

Salary Range: \$45,000 to \$65,000

Job Responsibilities for the Staff Advisor include, but are not limited to:

- Coordinating intergovernmental affairs at the City, State and Federal levels, while providing strategic input on CEO's policy agenda
- Assisting and managing with non-governmental external affairs
- Works primarily with the Executive Director and Chief of Staff
- Preparing for City Council hearings and advocating for CEO priorities in front of White House and Congressional audiences
- Further developing, advancing and promoting the CEO policy agenda
- Identifying and pursuing federal funding opportunities for the expansion, advancement and implementation of the CEO programs
- Advancing outreach and communications efforts on those levels necessary to implement the overall mission and function of the Center for Economic Opportunity
- Preparing the Deputy Mayor and the CEO Executive Director for conferences and presentations, which includes but is not limited to writing various internal and public documents, including the CEO's annual report
- Managing several initiatives, which may include asset development programs and supporting poverty research efforts
- Executing special projects as necessary

Preferred Qualifications and/or Skills:

- Bachelor's and/or Master's degree + 3 years work experience
- Experience in city, state and/or federal government
- Experience with program design and evaluation
- Flexibility to meet multiple and unpredictable demands

- Initiative, persistence, and positive attitude
- Highly organized and detail-oriented
- Ability to work independently and as part of a team
- Strong writer
- Familiarity with anti-poverty policies and programs

The Center for Economic Opportunity reports to the Deputy Mayor for Health and Human Services. The Deputy Mayor for Health and Human Services assists the Mayor in managing social service delivery in New York City. The Deputy Mayor for Health and Human Services directly oversees the Department of Health and Mental Hygiene, the Health and Hospitals Corporation, the Office of the Chief Medical Examiner, the Department of Correction, the Department of Probation, the Department of Homeless Services, the Human Resources Administration, the Administration for Children's Services which includes the Department of Juvenile Justice, the Department for the Aging and the Center for Economic Opportunity.

Please visit our website for more information on CEO and its programs
www.nyc.gov/ceo.

To Apply: Submit a cover letter and resume to: CEO@cityhall.nyc.gov.
Please be sure to indicate the job title you are applying for in your cover letter.

New York City Residency Is Required Within 90 Days Of Appointment
The City of New York and the Office of the Mayor are Equal Opportunity Employers