

**City of New York**  
**CONFLICTS OF INTEREST BOARD**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> COMMUNITY ASSOCIATE	<b>Level:</b> 00
<b>Title Code No:</b> 56057	<b>Salary:</b> \$32,321.00/\$37,169.00-\$53,788.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Ethics Training Coordinator	<b>Work location:</b> 2 Lafayette St., N.Y., N.Y. 10007
<b>Division/Work Unit:</b> Conflicts of Interest Board	<b>Number of Positions:</b> 2
<b>Hours/Shift:</b> 9:00 a.m. to 5:00 p.m. (Approx.)	<b>Agency Tracking #:</b>
<b>Job Description</b>	
<p>Under the supervision of the Director of Training and Education, the candidate will be responsible for conducting ethics training classes at multiple locations in the five boroughs, working with other City agencies in arranging and scheduling ethics training, and coordinating the Board's extensive list of publications. The candidate will also be responsible for assisting in the administration of the Board's online ethics training program and researching training issues. The candidate may be asked to represent the agency at meetings; draft correspondence regarding agency training; maintain the agency web site; and publish and distribute ethics training materials.</p>	
<b>Qualification Requirements</b>	
<ol style="list-style-type: none"> <li>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</li> <li>2. Education and/or experience which is equivalent to "1" above.</li> </ol>	
<b>Essential Skills</b>	
<p>Strong written and communication skills, especially public speaking skills; knowledge and experience using personal computer applications, such as MS Office Suite (some familiarity with HTML &amp; Photoshop preferred). Those with a background in teaching, training, improvisation, stand-up, and/or writing and performing their own material are strongly encouraged to apply.</p>	
<p><b>To Apply:</b>  PLEASE SUBMIT RESUME TO:</p> <p>NYC CONFLICTS OF INTEREST BOARD  2 LAFAYETTE STREET, SUITE 1010  NEW YORK , NY 10007  ATTN: Alexander Kipp, Director of Training and Education  <a href="mailto:kipp@coib.nyc.gov">kipp@coib.nyc.gov</a></p>	
<b>Post Date:</b> 05/07/2012	<b>Post Until:</b> 05/18/2012
<b>JVN:</b> 312-13-101053	

**The City of New York is an Equal Opportunity Employer.**  
*Appointments are subject to OMB approval.*