

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

<b>Civil Service Title:</b> COMMUNITY ASSOCIATE	<b>Level:</b> 00
<b>Title Code No:</b> 56057	<b>Salary:</b> \$34,644.00/\$39,841.00-\$57,655.00 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Ethics Training Coordinator	<b>Work Location:</b> 2 Lafayette St., N.Y.
<b>Division/Work Unit:</b> Conflicts of Interest Board	<b>Number of Positions:</b> 1
<b>Job ID:</b> 220216	<b>Hours/Shift:</b> 9:00 a.m. to 5:00 p.m (Approx.)
<p style="text-align: center;"><b>Job Description</b></p> <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, coordinating the Board's extensive list of publications, and creating other ethics-related content in print, video and new media. 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 website; and publish and distribute ethics training materials.</p>	
<p style="text-align: center;"><b>Minimum Qualification Requirements</b></p> <p>Qualification Requirements</p> <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>	
<p style="text-align: center;"><b>Preferred Skills</b></p> <p>Public speaking and strong writing skills are a must. 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, IMPROVISATION, STORYTELLING, AND/OR WRITING AND PERFORMING ORIGINAL MATERIAL IN FRONT OF AN AUDIENCE ARE STRONGLY ENCOURAGED TO APPLY.</p>	
<p style="text-align: center;"><b>Residency Requirement</b></p> <p>New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p>	
<p style="text-align: center;"><b>To Apply</b></p> <p>To apply for this position, please submit your cover letter and resume electronically using one of the following methods: For City Employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a>. Click on Recruiting Activities&gt;Careers and search for Job ID# 220216. For all other applicants: Go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search Job ID# 220216.</p>	
<b>Posting Date:</b> 11/24/2015	<b>Post Until:</b> 12/11/2015

**The City of New York is an Equal Opportunity Employer**