

**City of New York  
CONSUMER AFFAIRS  
Job Vacancy Notice**

<b>Civil Service Title:</b> COMMUNITY COORDINATOR	<b>Level:</b> 00
<b>Title Code No:</b> 56058	<b>Salary:</b> \$45,615.00/\$52,457.00*-\$60,000.00 <i>*minimum with two years of continuous city service</i>
<b>Office Title:</b> Communications Specialist	<b>Work location:</b> 42 Broadway, N.Y.
<b>Division/Work Unit:</b> External Affairs	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 9:00 AM - 5:00 PM	

**Job Description**

Reporting to the Department of Consumer Affairs, Director of Communications, the Communications Specialist will assist with press office activities including; writing and editing press releases, statements, advisories, and all other press and communications materials; assisting with press conferences; maintaining Agency media lists and cataloguing Agency press releases; coordinating and researching Agency work to create press opportunities; and serving as the back-up, on-call spokesperson on behalf of the Agency and the Commissioner. In addition, the Communications Specialist will be responsible for drafting Agency marketing collaterals, speeches, Power Point presentations for senior managers, and other external communications.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

**PLEASE NOTE: New York City residency is 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.**

**Essential Skills**

Background in marketing, public relations, communications, and writing required  
 Strong written and verbal communications skills a must  
 Strong experience writing press releases and marketing collaterals  
 Excellent organizational skills, proven ability to pay attention to details, meet deadlines  
 Familiarity with NYC media and NYC government a plus  
 Knowledge of Microsoft Office Premium (including Word, Excel, Outlook and Access) preferred  
 Knowledge of AP style writing a must  
 Public speaking experience and ability  
 Sense of humor necessary  
 Fluency in other languages helpful

**To Apply:**

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER INDICATING JVN # TO: [Jobs@dca.nyc.gov](mailto:Jobs@dca.nyc.gov)  
 (Must e-mail as MS Word only)

**OR**

Mail to: Human Resources Division  
 JVN # 866-10-007012  
 New York City Department of Consumer Affairs  
 42 Broadway, 8th Floor  
 New York, NY 10004

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.  
NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED.  
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

**Post Date:** 10/22/2009

**Post Until:** Filled

**JVN:** 866-2010-007012

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