

**CITY OF NEW YORK
DEPARTMENT OF CULTURAL AFFAIRS
THIS IS A ONE-YEAR GRANT FUNDED POSITION ONLY**

OFFICE TITLE: Communication Outreach Specialist	SALARY: \$17.69 - \$20.80 Hourly rate
CIVIL SERVICE TITLE: Community Associate (1) position	WORK LOCATION: 33-00 Northern Blvd. 3 rd Floor, L.I.C New York, NY 11101
TITLE CODE NO: 56057	WORK UNIT: Materials for the Arts

JOB DESCRIPTION

The New York City Department of Cultural Affairs is seeking a Community Outreach Specialist for its Materials for the Arts program (MFTA). The program receives material donations from the private and public sector and makes these donations available to New York City's not-for-profit arts and cultural community, and the public schools. Materials for the Arts is a waste reduction/materials donation program that processes more than \$6 million dollars annually in goods to over 4,000 cultural organizations and arts programs at social, health and community service organizations and the NYC public schools.

Reporting to the Director of Operations for Material for the Arts, with latitude for independent initiative and judgment the Communication Outreach Specialist will perform a broad scope of responsible work in any phase of the MFTA program; performs assigned tasks to assist MFTA with the creation and delivery of news and other information to increase awareness and solicit material and financial donations. This includes social media utilization, press release creation and the establishment of other promotional products and marketing materials for MFTA; supervise subordinate personnel and acts like a team leader. Diverse responsibilities will include but are not limited to, the following:

- Works closely with the Donations Coordinator as well as with the Agency's External Affairs Office to identify needs and synergize communication efforts for the MFTA program.
- Prepares outreach campaign and solicits donations of material goods
- Conducts site visits to assess offered donations, and visits MFTA recipient member's sites in order to assess material needs of organization
- Helps plan and coordinate media, marketing and fundraising events; internal meetings for employees; and online broadcasts,
- Assist in answering inquiries, surrounding media relations.
- Research, plan, write, prepare and/or review blogs, story logs, articles, and procure art and photos as well as write, edit, proofread and distribute content for electronic and print communication.
- Monitors and offer suggestions on ways to improve MFTA media, marketing and branding content and maintain the MFTA's online content.
- Conduct periodic member surveys utilizing web-based tools,
- Assist other members of MFTA staff as needed.

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 the duties as described above; or
2. Education and/or experience which is equivalent to "1"

PLEASE NOTE: NYC 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.

PREFERRED SKILLS

The preferred candidate must have excellent interpersonal and communication skills (both verbal & written); solid organizational and computer skills; the ability to efficiently and promptly handle and prioritize multiple tasks simultaneously while meeting deadlines and changing priorities is critical. A creative problem solver with the ability to deal with a diverse constituency and work productively under pressure, both independently and as a team member is essential. Must be comfortable with managing and supervising a diverse and dynamic group of staff and volunteers. An interest in NYC's arts and education and cultural community plus an interest or general knowledge of New York City government is preferred.

TO APPLY, PLEASE SUBMIT RESUME & COVER LETTER INDICATING JVN# TO:

Email Address: crecruit@culture.nyc.gov (The JVN # must be the only text in the subject line. Also please include the JVN# in the upper right hand corner of your cover letter and resume. Your cover letter and resume must be attached as one MS Word document, specifically with the .doc extension.)

Mailing Address: DCLA /Human Resources Office, 31 Chambers St., 2nd Fl., New York, NY 10007

NOTE: Only those candidates under consideration will be contacted. No telephone inquires please. For more information about DCLA, visit us at: www.nyc.gov/culture

Appointments are subject to OMB approval

DATED 01/20/11	POST UNTIL Filled	JVN 126-2011-84075
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