

**CITY OF NEW YORK DEPARTMENT OF CULTURAL AFFAIRS  
CITYWIDE JOB VACANCY NOTICE**

<b>OFFICE TITLE:</b> Legal Analyst	<b>SALARY:</b> \$ 45,615 – \$47,000
<b>CIVIL SERVICE TITLE:</b> Community Coordinator	<b>WORK LOCATION:</b> 31 Chambers Street 2 <sup>nd</sup> Floor, New York, NY 10007
<b>TITLE CODE:</b> 56058	<b>DIVISION/WORK UNIT:</b> Counsel's Office

**JOB DESCRIPTION**

The Department of Cultural Affairs (DCLA) provides support for the 33 City-owned cultural institutions as well as hundreds of not-for-profit cultural organizations and programs throughout the five boroughs. This constituency represents a diverse array of internationally renowned cultural organizations, including performing arts centers, museums, theaters, wildlife centers, botanical gardens, visual arts and film centers, as well as community-based organizations and arts education programs. The Counsel's Office is involved in all aspects of the agency's operations ranging from the negotiation of funding and operating agreements with major cultural institutions to internal matters such as potential conflicts of interest. The Counsel's Office also monitors legal issues and matters of public policy relevant to the non-profit sector and in particular, to the cultural community. This position will perform a broad scope of duties to support the General Counsel and Deputy General Counsel with all substantive functions of the Counsel's Office. Diverse responsibilities will include, but are not limited to, the following:

- working with other Agency units on matters that require the assistance of the Counsel's Office;
- drafting, circulating and filing correspondence and legal agreements related to City-funded projects and Agency initiatives;
- interfacing with cultural and community organizations in need of technical assistance and rendering policy recommendations in response to their issues;
- coordinating the Agency's response to requests for documents pursuant to city, state and federal regulations;
- attending meetings on special projects with and on behalf of the Counsel's Office;
- researching legal issues of interest to New York's non-profit cultural community; and
- working closely with the Deputy General Counsel to support the operations of the Counsel's Office, which include project management, and responding to inquiries from the agency's constituent organizations, and the general public.

**PREFERRED SKILLS**

The successful candidate will have work experience in an administrative environment and would be interested in law school and/or business administration, in addition to a deep commitment to serving New York City's non-profit cultural community. Candidate must be able to communicate effectively both verbally and in written form. Must be able to successfully manage multiple priorities and possess tact and good judgment in confidential situations. Must possess a strong attention to detail. Strong computer skills and proficiency with Microsoft Office suite (Word, Excel, Outlook, and PowerPoint) required.

**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.

New York City Residency required within 90 days of Appointment

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

[crecruit@culture.nyc.gov](mailto:crecruit@culture.nyc.gov) **The JVN# MUST be the only text in the subject line of email.** Also please indicate 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.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume To: DCLA/Human Resources Office, 31 Chambers St., 2<sup>nd</sup> Fl., New York, NY 10007 (Indicate JVN# in upper right hand corner of cover letter & resume) Please submit your cover letter & resume only once using one of the above methods. While we appreciate every applicant's interest, only those under consideration will be contacted. No telephone inquiries please. For more information about DCLA, visit us at: [www.nyc.gov/culture](http://www.nyc.gov/culture) **Appointments are subject to OMB approval.**

The City of New York is an Equal Opportunity Employer

<b>DATED:</b> 08-27-2010	<b>POST UNTIL:</b> Filled	<b>JVN:</b> 126-2011-014027
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