

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

CIVIL SERVICE TITLE: Community Associate	SALARY: \$ 17.69 - \$19.70 Hrly rate
TITLE CODE: 56057	WORK LOCATION: 33-00 Northern Blvd. L.I.C New York, NY 11101
OFFICE TITLE: Assistant to Executive Director MFTA (1) position	Division/Work Unit: Materials for the Arts (MFTA)

JOB DESCRIPTION

The New York City Department of Cultural Affairs is seeking an Assistant to Executive Director for its Materials for the Arts program (MFTA). Materials for the Arts is a waste reduction/materials donation program which 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. MFTA 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 Executive Director of Materials for the Arts, the Assistant to Executive Director will oversee all back office administrative duties as well as plan, organize and coordinate volunteer and intern activities. The Assistant to Executive Director performs assigned tasks to provide necessary and important MFTA services and is a team organizer. Diverse responsibilities will include, but are not limited to, the following:

- Manages all administrative and office operations for the program.
- Handles all facility-related matters and telecommunications, office equipment, supplies and resources.
- Coordinates and trains volunteers and interns in all shopping and donor services.
- Actively responds to general inquiries about MFTA program; handles all correspondence with donors and recipients.
- Acts a liaison on all technology operations and relevant IT needs
- Works closely with Executive Director and Director of Operations to develop and enhance office operations to increase efficiency/accountability and productivity
- Represents MFTA at external functions and clearly presents the mission of the organization to the public
- Proactively seeks external partnerships and works to cultivate new relations with potential donors, funders and recipient members

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"

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, Putman, Westchester, Rockland, or Orange County.

Essential Skills

Must be a strong communicator with excellent writing skills; the ability to work on independent initiatives and to follow through on all assigned tasks is required. Attention to detail and strong analytic skills are essential as is a familiarity with warehouse operations and current industry trends and happenings. Must possess good judgment, solid administrative and computer skills. Must be able to successfully manage multiple priorities under pressure, both independently and as a team member.

To Apply

Please submit your cover letter & resume to crecruit@culture.nyc.gov
(The JVN # must be the only text in the subject line)

If you do not have access to the Internet, mail your Cover Letter & Resume to: Recruitment DCLA/Human Resources Office
31 Chambers St. 2nd floor, New York, NY 10007
(Indicate JVN# in the upper right hand corner of your cover letter & resume)

Please submit your cover letter & resume only once using one of the above methods. No phone calls, faxes or personal inquires permitted.
Note: Only those candidates under consideration will be contacted. For more information about DCLA, visit us at: www.nyc.gov/culture

All appointments are subject to OMB approval.

The City of New York is an Equal Opportunity

DATE: 11/17/11	POST UNTIL: 12/1/11	JVN: 126-2012- 95934
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