

**CITY OF NEW YORK
DEPARTMENT OF CULTURAL AFFAIRS**

OFFICE TITLE: Warehouse Associate	SALARY: \$17.69 - \$20.34 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	
<p>The New York City Department of Cultural Affairs is seeking a Warehouse Associate for its Materials for the Arts program (MFTA). Materials for the Arts is a donation center that receives material donations from the private and public sector and makes these donations available to New York City's nonprofit arts and cultural community, and the public schools. MFTA processes \$6 million dollars annually in goods and has over 4000 organizations that are eligible to receive free supplies.</p> <p>This position performs a broad scope of duties to help execute the daily operational, day-to-day goals and priorities of the Materials for the Arts Program. Diverse responsibilities will include, but are not limited to, the following:</p> <ul style="list-style-type: none"> ▪ Participate in the processing of donations, assisting with inventory control, computer data entry, invoicing and help team maintain a clean/safe and organized warehouse ▪ Check in-groups on shopping days, aid groups in locating items in the warehouse and help facilitate the transfer of materials to recipient groups ▪ Interface with the public dropping off donations, answer questions and provide information on procedures and policies in response to their issues ▪ Assisting the Mover Driver in picking up and transporting donations from citywide/surrounding areas, promoting the Program to donors and developing contacts at each location 	
QUALIFICATION REQUIREMENTS	
<ol style="list-style-type: none"> 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 2. Education and/or experience which is equivalent to "1" above <p>NYC Residency is required within 90 days of appointment. City employees in certain titles who have worked for the City for 2 continuous years may be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.</p>	
PREFERRED SKILLS	
<p>The successful candidate will be self-motivated with ability to safely handle and move boxes and heavy objects. Candidate must be able to communicate effectively both verbally and in written form and possess excellent customer service skills. Must exhibit strong organizational skills and must be able to work productively under pressure both independently and as a team member. Basic inventory control and computer skills are required. Candidate must be able to deal effectively with a diverse constituency. An interest in the area of reuse and environmental issues and a New York State Drivers License is a plus.</p>	
<p>TO APPLY:</p> <p>Submit your cover letter & resume to crecruit@culture.nyc.gov (The JVN # must be the only text in the subject line). Include JVN# in the upper right hand corner of your cover letter & resume.</p> <p>NOTE: Only those candidates under consideration will be contacted. No phone calls permitted. For more information about DCLA, visit us at: www.nyc.gov/culture</p> <p style="text-align: center;">All appointments are subject to OMB approval.</p>	
DATED: 09/28/12	POST UNTIL: Filled
JVN: 126-2013-111722	