

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

<b>CIVIL SERVICE TITLE:</b> Community Coordinator	<b>SALARY:</b> \$24.96 – \$25.17 Hrly rate
<b>TITLE CODE:</b> 56058	<b>WORK LOCATION:</b> 33-00 Northern Blvd. L.I.C New York, NY 11101
<b>OFFICE TITLE:</b> Assistant Director of Operations (1) position	<b>Division/Work Unit:</b> Materials for the Arts

**JOB DESCRIPTION**

The New York City Department of Cultural Affairs is seeking an Assistant Director of Operations 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.

The candidate selected for this position will report to the Director of Operations and work closely with all levels of staff to identify organizational needs, synergize communication and oversee the logistical efforts of the day-to-day warehouse operations of Materials for the Arts. The Assistant Director of Operations is responsible for managing the movement of goods into and out of the warehouse, as well as communicating and coordinating with donors and recipients about donations and selections. Diverse responsibilities will include but are not limited to the following:

- Communicates via email and phone with prospective donors to coordinate the feasibility and timing of collection of donations as well as coordinating with recipients;
- Processes donations, review and assess donations and catalogue donations;
- Examines warehouse logistics, troubleshoots issues and problems, conducts inventory assessment, and adjusts and recommends improvements as necessary;
- Oversees and monitors all inventory controls (receiving, processing, staging, tracking of incoming and distribution of materials)
- Conducts warehouse tours and/or orientations when needed;
- Ensures that security and safety measures are enforced and that all warehouse equipment is in proper operational order for warehouse staff and drivers
- Prepares informational reports, conducts checks to verify donor/recipient records and invoices
- Conducts site visits to determine the logistical requirements necessary to either bring materials in-house or to reroute to Direct Donations.

**QUALIFICATION REQUIREMENTS**

1. A bachelors degree from an accredited college and two years or experience in community work or community centered activities in a 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.

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**

The successful candidate will be highly analytical, detail oriented strong communicator with excellent writing skills. Must be knowledgeable of warehouse operations, have a strong interest in the area of reuse and environmental issues in addition to a deep interest in NYC's arts and education and cultural community. Must be able to successfully manage multiple priorities under pressure, both independently and as a team member. Must possess good judgment, solid administrative and computer skills.

**To Apply**

Please submit your cover letter & resume to [crecruit@culture.nyc.gov](mailto: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. 2<sup>nd</sup> 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](http://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- 95938