

**City of New York**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**Citywide Job Vacancy Notice**

<b>Civil Service Title:</b> Research Assistant	<b>Level:</b> N/A
<b>Title Code No:</b> 60910	<b>Annual Salary:</b> \$38,303 / \$44,048 - \$57,959
<b>Office Title:</b> Education and Partnerships Coordinator	<b>Work Location:</b> 59-17 Junction Blvd., 19 <sup>th</sup> Floor, Flushing New York
<b>Division/Work Unit:</b> Communications & Intergovernmental Affairs	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 35 Hours per week/Day	<b>Agency Tracking #:</b> N/A

**Job Description**

Working under the supervision of the Deputy Director of Education and Outreach, the Education and Partnerships Coordinator will research and create dynamic and engaging educational programs for a diverse audience, including students, teachers and the general public, about the New York City water supply and wastewater treatment systems and green infrastructure. The Education and Partnerships Coordinator will build strong partnerships with community and educational organizations to leverage existing local educational and environmental networks and will act as a resource for DEP employees and for New Yorkers interested in learning more about New York City's water resources. Specific responsibilities will include obtaining source materials, researching and developing educational and public engagement programs, working with and supporting teachers and non-formal educators, collecting information and maintaining a database of all educational outreach and activities. The Education and Partnerships Coordinator will also help coordinate programming at the Visitor Center at Newtown Creek, assess program successes, suggest new opportunities and ideas to communicate DEP's mission, coordinate and execute DEP's Water Resources Art & Poetry contest, prepare written reports, as well as respond to telephone, email and written correspondence. In addition, the Education and Partnerships Coordinator will recruit, train, and supervise volunteers to assist in program implementation. The Education and Partnerships Coordinator will work closely with the Special Events Coordinator of the Visitor Center at Newtown Creek.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and six months of satisfactory full-time experience in research which involves gathering, organizing and analyzing data, and report writing; *or*
2. An associate degree or 60 semester credits from an accredited college, or completion of 60 semester credits at an accredited college, and two years and six months of satisfactory full-time experience in research which involves gathering, organizing and analyzing data, and report writing; *or*
3. A four-year high school diploma or its educational equivalent and four years and six months of satisfactory, full-time experience in research which involves gathering, organizing and analyzing data, and report writing; *or*
4. Education and/or experience equivalent to "1", "2" or "3" above. Undergraduate college credit can be substituted for experience on the basis of 30 semester credits from an accredited college for one year of full-time experience. Completion of nine credits, at the college or graduate school level, in statistics, quantitative methods, mathematics, or research can be substituted for six months of the required experience. However, all candidates must possess a four-year high school diploma or its educational equivalent and at least six months of required experience or the nine specialized credits.

**Essential Skills**

The selected candidate should have excellent public speaking and writing skills; teaching or educational programming experience with a diverse audience (*including children and adults*); strong interest in municipal water and wastewater systems and the urban and watershed environments; demonstrated creativity and resourcefulness; excellent organizational skills; social media and web 2.0 skills; ability to effectively multi-task, balance several projects simultaneously, and work independently; and willingness to work evenings and weekends, as necessary.

**To Apply:**

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right CORNER of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18<sup>th</sup> Floor - Flushing - NY 11373-5108

*OR*

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word placing the JVN# on the upper right corner of your resume as well as in the subject line to:

[Recruit@dep.nyc.gov](mailto:Recruit@dep.nyc.gov)

For more information about DEP, visit us at: [www.nyc.gov/dep](http://www.nyc.gov/dep)

NYC Residency is required within 90 days of appointment

Appointments are subject to OMB approval

**Post Date:** 05/05/2011

**Post Until:** 05/19/2011

**JVN:** 826-11-86629-CIA

**The City of New York is an Equal Opportunity Employer**