

City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Administrative Staff Analyst	Level: M-II
Title Code No: 10026	Salary: \$85,000-\$100,000 Frequency: ANNUAL
Business Title: Director of Strategic Partnerships & Community Engagement	Work location: 75-20 Astoria Blvd., East Elmhurst, New York 11370
Division/Work Unit: Human Resources	Number of Positions: 1
Job ID: 194230	Hours/Shift: Day Tour
<div>Job Description</div> <p>The New York City Department of Correction has a career opportunity for an experienced professional to serve as the Director of Strategic Partnerships & Community Engagement. This position is a vital role in advancing the mission and reform agenda of the DOC by strengthening business and community partnerships, and increasing visibility through community engagement and outreach. Under general supervision and with latitude to exercise independent judgement and decision making, the successful candidate will support and promote the DOC brand to external and internal partners. The incumbent will also serve as liaison to the DOC, business and community organizations; identify and develop opportunities to collaborate with other organizations on community engagement activities; foster collaborative efforts with internal and external stakeholders, community and business partners; develop and maintain positive working relationships with community leaders and community organizations for the purpose of building partnerships and expanding human capital initiatives; establish and maintain partnerships with community organizations to support the organizational goals; execute strategic community engagement initiatives; introduce and implement best community engagement practices and processes; determine optimal avenues for promoting and marketing the DOC brand; attend meetings, community events, and forums; provide information and feedback on strategic partnership efforts to senior leadership; ensure community engagement strategies are strongly aligned with organizational goals; conduct research for various grant sources and potential funding sources to expand the DOC varied programs; persuasively communicate the department’s mission, goals, reform agenda and programs to potential funders, external partners, businesses and community organizations; maintain and track marketing and community outreach activities; proofread and edit outreach communication materials and publications; ensure consistency of brand messaging in outreach materials; and perform related duties as assigned.</p>	
<div>Qualification Requirements</div> <p>1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or</p> <p>2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in 1 above, including the 18 months of executive, managerial, administrative or supervisory experience as described in 1 above.</p>	
<div>Preferred Skills</div> <p>Excellent writing, communication, inter-personal, time-management and organizational skills; Posses commitment to community engagement and a collaborative work ethic; Ability to engage and build relationships with a range of stakeholders and community partners; Professional experience working with a range of stakeholders, including hard-to-engage communities, local government, non-profits, business organizations and academic institutions; Knowledge of communications, community engagement practice, recruitment, and marketing; Ms Office (Word, Excel, PowerPoint, Outlook), social media and other data sources proficiency.</p>	
<div>Residency Requirements</div> <p>New York City residency is generally 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, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p>	
<div>To Apply:</div> <p>For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess and search for Job ID#:194230.</p> <p>For all other applicants: Go to www.nyc.gov/careers and search for Job ID#: 194230</p> <p>Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>	
Post Date: 05/20/2015	Post Until: 06/05/2015

The New York City Department of Correction and The City of New York are Equal Opportunity Employers