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| <b>CIVIL SERVICE TITLE:</b><br>Administrative Public Information Specialist, M2   | <b>TITLE CODE NO.:</b><br>10033  |                          |
| <b>OFFICE TITLE:</b><br>Director, Community Partnerships and Outreach   | <b>SALARY:</b><br>\$53,373 to \$136,198<br>(\$49,492 with less than 2 years of City service) |                          |
| <b>DIVISION/WORK UNIT:</b><br>External Relations  | <b>WORK LOCATION:</b><br>156 William Street, New York, New York 10038                        |                          |
| <b>HOURS</b><br>35 Hours Per Week (minimum)   | <b>NUMBER OF POSITIONS:</b><br>1   |                          |
| <b>JOB DESCRIPTION:</b>   |  |                          |
| <p>The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of Community-Based Organizations (CBO) throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of high quality programs that are innovative and practical, and positively impact youth and communities. The Director for Community Partnerships and Outreach, under the direction of the Assistant Commissioner for External Relations, with latitude for the exercise of independent initiative and judgment, will:</p> <ul style="list-style-type: none"> <li>• Maintain and develop relationships with community, government, business, and non-profit organizations, including but not limited to, 59 community boards, Borough Service Cabinets, the Joint Youth Services Planning Committee, the Interagency Neighborhood Advisory Boards, community leaders, and philanthropic organizations.</li> <li>• Create and sustain private sector and foundation partnership in support of youth development and workforce development programs.</li> <li>• Oversee content and design of the DYCD website at <a href="http://www.nyc.gov/dycd">www.nyc.gov/dycd</a>.</li> <li>• Prepare testimony and background materials for public hearings and related events.</li> <li>• Review, research and prepare responses to correspondence assigned to unit.</li> <li>• Represent DYCD at special youth service projects and events sponsored by Community Boards, Youth Coordinators, non-profit organizations during weekends and evening.</li> <li>• Perform related duties as assigned.</li> </ul> |  |                          |
| <b>PREFERRED SKILLS:</b>  |  |                          |
| <ul style="list-style-type: none"> <li>• The successful candidate will have good interpersonal skills and the ability to work well under pressure. Communication, research and writing skills are important, as is the ability to assimilate complex information on a wide variety of topics.</li> <li>• High-level computer skills, including familiarity with the web, word processing, spreadsheet applications and PowerPoint presentations, are highly desirable.</li> <li>• Familiarity with the diverse communities of New York City.</li> <li>• Bilingual in English and Spanish is a plus.</li> <li>• Experience with human services programs and non-profit sector.</li> </ul>  |  |                          |
| <b>MINIMUM QUALIFICATIONS:</b>  |  |                          |
| <p>1. A Baccalaureate degree from an accredited college with 24 credits in English, journalism or public relations, plus five (5) years of full-time paid experience in public relations, journalism or advertising, including two (2) years in an administrative, supervisory or consultative capacity; or</p> <p>2. A combination of education and/or experience which is equivalent to "1" above. Graduate study in English, journalism, or public relations may be substituted for up to one year of required experience. However, all candidates must have at least two (2) years of administrative, supervisory, or consultative experience in public relations, journalism or advertising.</p>   |  |                          |
| <b>APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.</b>  |  |                          |
| <b>&lt;&lt;&lt;NYC RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT&gt;&gt;&gt;</b>  |  |                          |
| <b>APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.</b>  |  |                          |
| <b>NEW YORK CITY RESIDENCY IS REQUIRED</b>  |  |                          |
| <p>TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER (INCLUDE JVN #) TO:</p> <p style="margin-left: 40px;">Karen Alexander, Assistant Commissioner<br/>NYC Department of Youth and Community Development, Office of Human Resources<br/>156 William Street, 3<sup>rd</sup> Floor<br/>New York, New York 10038<br/>Or e-mail <a href="mailto:Opportunities@dycd.nyc.gov">Opportunities@dycd.nyc.gov</a><br/>Visit <a href="http://www.nyc.gov/dycd">www.nyc.gov/dycd</a></p>   |  |                          |
| <b>SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW</b>  |  |                          |
| <b>POST DATE:</b> 04/16/10  | <b>POST UNTIL:</b> Until Filled  | <b>JVN #:</b> 261-10-032 |

**The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.**