



**NEW YORK CITY FIRE DEPARTMENT  
JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE</b> Community Coordinator	<b>Title Code #</b> 56058
<b>OFFICE TITLE</b> Senior Program Officer	<b>SALARY</b> \$48,895-Minimum salary for full-time employees with less than 2 years of City Service \$56,229-Minimum salary for full-time employees with more than 2 years of City Service
<b>BUREAU/DIVISION/UNIT</b> Intergovernmental Affairs/Family Assistance Unit	<b>LOCATION</b> 9 Metrotech Brooklyn, NY 11201

**JOB DESCRIPTION**

The Senior Program Officer (SPO) will report directly to the Assistant Commissioner for the Family Assistance Unit (FAU), representing the unit at internal and external meetings with City agencies, unions, family advocacy groups, and charitable organizations. The SPO will also be called upon in the initial stage of a catastrophic event to activate and coordinate the FDNY response and the Family Information Call Center. The SPO will also be responsible for: Conducting research and preparing reports on issues of concern for FDNY families; planning and writing the FDNY Family Newsletter; updating the FAU database; acting as that primary point of contact with the Department of Justice for FDNY members filing Public Safety Officers' Benefit Disability claims; visiting members at the hospital and communicating with their family; assisting with event planning, such as funerals, memorials, anniversaries, plaque dedications, and the FAU weekend summer grief camp.

**QUALIFICATION REQUIREMENTS:**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an 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
2. 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.

**PREFERRED SKILLS:**

Excellent writing, organizational, and communication skills  
 Ability to work independently and as an integral part of FAU Team and with a broad range of individuals  
 Experience handling stressful situation  
 Proficiency in MS Word, Excel, and Access  
 Comfort with entering data in computer database  
 Ability to appropriately handle confidential information

**NOTE:** New York City 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, Putnam, Westchester, Rockland, or Orange County. **\*\*Please note that only candidates considered for an interview will be contacted.\*\***

**TO APPLY:**

NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO <https://a127-jobs.nyc.gov/>

CITY EMPLOYEES MUST APPLY VIA **EMPLOYEE SELF SERVICE** <https://a127-ess.nyc.gov/> REFER TO JOB ID #233448.

**DATED:** March 1, 2016

**\*POST UNTIL\*:** March 15, 2016

*"FDNY is ranked as the top place to work among gov't agencies; and 17<sup>th</sup> overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."*

*-Forbes magazine, on "America's Best Employers 2015"*

The Fire Department is an Equal Opportunity Employer.