

**NYC EMERGENCY MANAGEMENT
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: **EMERGENCY PREPAREDNESS SPECIALIST**
Title Code No.: **06766**
Salary: **\$65,000-\$79,000**
Office Title: **Community Engagement, Program Manager**
Division/Work Unit: **Community Preparedness Bureau - Community Engagement**
Work Location: **165 CADMAN PLAZA EAST BROOKLYN, NY 11201**
Hours/Shift: **9 – 5/M – F/Some evenings and weekends are required**
Number of Positions: **1**

ABOUT NEW YORK CITY EMERGENCY MANAGEMENT

New York City Emergency Management (NYCEM) helps New Yorkers before, during, and after emergencies through preparedness, education, and response. NYCEM is responsible for coordinating citywide emergency planning and response for all types and scales of emergencies. We are staffed by more than 200 dedicated professionals with diverse backgrounds and areas of expertise, including individuals assigned from other City agencies.

The Community Preparedness Bureau helps communities become more resilient by providing guidance for community emergency planning for the most common hazards in New York City and connecting established community organizations and networks to the Emergency Operations Center. Through outreach and training, the Community Preparedness Bureau brings together leaders from volunteer programs, community and nonprofit organizations, and government to promote preparedness at the local level.

JOB DESCRIPTION

New York City Emergency Management's (NYCEM) Community Preparedness Bureau engages with New Yorkers to help them prepare before, during and after emergencies. The Community Engagement team provides programming to help local nonprofit and faith-based organizations build capacity within their communities to be able to respond and recover from emergencies. Community Preparedness is seeking a Community Engagement Program Manager to support the development and growth of faith and community-based programming for NYCEM. The program manager will be responsible for a range of tasks and standards including, but not limited to, the following:

- Manage and coach staff assigned to borough specific community engagement.
- Lead and coordinate outreach to faith-based organizations and community-based organizations, networks and coalitions.
- Engage new partners in participating in the Community Preparedness cohort-based programming to build relationships and emergency networks for the purpose of strengthening community emergency planning efforts.
- Develop tools and training classes to build the capacity of community-based organizations and houses of worship to prepare for and respond to emergencies.
- Plan and conduct special events including public presentations and training classes.
- Support and enhance internal coordination among community outreach programs and other emergency planning initiatives.
- Serve as an Emergency Support Function (ESF) in the City's Emergency Operations Center.
- Any other tasks assigned by the Director.

The Community Engagement Program Manager position requires a creative individual who has demonstrated excellent community development, leadership, and communication skills as well as cultural and religious literacy. The position requires someone who has knowledge of New York City and has shown commitment to developing community resiliency and working with vulnerable populations.

The selected candidate will be assigned to periodic Emergency Operations Center team and will be expected to work non-business hours during emergencies. The selected candidate will also participate in drills and exercises, assist with Ready NY presentations to external groups, and will undertake special projects as assigned. The candidate will be expected to attend community meetings and events that happen outside of regular business hours (e.g. evenings and weekends)

QUALIFICATION REQUIREMENTS

1. A master's degree from an accredited college in emergency management, public administration, urban planning, engineering, economics, political science, the physical sciences or related field and one year of satisfactory full-time professional experience in one or a combination of the following: emergency management, fire or police or military service, public safety, public health, public administration, urban planning, engineering, or another specialized area to which the appointment is to be made; or

2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional

experience in the areas listed in “1” above; or

3. A four-year high school diploma or its educational equivalent approved by a state’s department of education or a recognized accrediting organization and six years of satisfactory full-time professional experience in the areas listed in “1” above, at least two years of which must have been in one of those areas, or another specialized area to which the appointment is to be made.

NOTE: *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.*

PREFERRED SKILLS

- Exceptionally organized manager with the capacity to prioritize and manage multiple projects, staff members and intra-agency and interagency relationships simultaneously.
- Proven ability to increase demand for government services and information in socio-economically and linguistically isolated communities using innovative outreach methods.
- Superior public speaker with excellent written communications skills.
- Strategic thinker with great judgment and the ability to effectively coordinate with staff, volunteers, and community groups.
- Experience coordinating community-based events, developing and managing a budget, and record keeping.
- Excellent computer skills, including the management of in-house event management systems.
- Excellent time management skills are preferred.
- Proficiency in one or more foreign languages commonly spoken in NYC.
- Experience in the emergency management field is a plus

To APPLY

Current City Employees: Apply via Employee Self-Service (ESS). Go to Recruiting Activities → Careers and search **Job ID# 491613**

AND

Send a copy of your resume & cover letter to jobs@oem.nyc.gov. Please include in the subject line the Job ID# and **how you heard about this posting**.

Non-City Employees/External Candidates: Apply via NYC Careers. Go to www.nyc.gov/careers/search and search **Job ID#491613**

AND

Send a copy of your resume & cover letter to jobs@oem.nyc.gov. Please include in the subject line the Job ID# and **how you heard about this posting**.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

POSTING DATE: 10/7/21	POST UNTIL: FILLED	JVN: 017/22/708
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**-AN EQUAL OPPORTUNITY EMPLOYER-
Special accommodations will be provided for people with disabilities**