

**MAYOR'S OFFICE TO COMBAT DOMESTIC VIOLENCE  
NEW YORK FAMILY JUSTICE CENTER, BRONX**

**DEPUTY DIRECTOR**

**ORGANIZATIONAL PROFILE:** The Mayor's Office to Combat Domestic Violence ("OCDV") **MAYOR'S** formulates policies and programs; monitors the citywide delivery of domestic violence services; and works with diverse communities to increase awareness of domestic violence. The New York City Family Justice Center in the Bronx ("BXFJC") is one initiative of OCDV, established in collaboration with the Bronx County District Attorney, other City agencies and community-based organizations.

**JOB RESPONSIBILITIES:** The Deputy Director provides oversight assistance for the direction of the New York City Family Justice Center in the Bronx. The BXFJC offers coordinated services to survivors of domestic violence in one location, and most on-site personnel work for partner organizations such as nonprofit organizations and other city agencies. This position reports to the Executive Director of the BXFJC. Duties include, but are not limited to:

- Assisting the Executive Director in the management of the day-to-day operations of the BXFJC, while resolving issues in his/her absence
- Managing reporting on all grants which fund the BXFJC
- Managing the implementation of the BXFJC operational policies and procedures, and working with onsite partners to modify procedures as needed, including assisting with the coordination and development of new policies and procedures
- Assisting in the organization and delivery of regular in-service training for all BXFJC staff and volunteers
- Acting as secondary liaison to all BXFJC partners, which includes coordinating and attending BXFJC partner meetings
- Serving as secondary liaison to the Family, Criminal, and Supreme Courts and to all BXJFC partners
- Assisting with any and all outreach and educational activities conducted by the Executive Director or BXFJC administrative staff regarding domestic violence and other related topics
- Assisting in program evaluation and data collection at the BXFJC

**QUALIFICATIONS AND/OR SKILLS:**

- Bachelor's degree required; advanced degree in social work, law, public administration or related field, preferred
- Strong supervisory experience, including but not limited to the ability to work easily with all levels of supervisory and front line staff

- Strong communication, interpersonal and collaborative skills
- Excellent organizational, time-management and multi-tasking skills, including the ability to take initiative, problem solve, prioritize duties, balance competing priorities, work independently and within a team environment, pay close attention to detail, meet deadlines and work well under pressure
- Facility in creating and delivering public presentations
- Understanding of the network of City and nonprofit service provision in New York City preferred
- Experience in the field of domestic violence, preferred.

**SALARY:** Commensurate With Experience

**TO APPLY:** Interested candidates should submit a one-page cover letter, resume, writing sample and three 3 references to: [OCDVjobs@cityhall.nyc.gov](mailto:OCDVjobs@cityhall.nyc.gov)

**New York City Residency Is Required Within 90 Days Of Appointment**

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