



DEPT OF ENVIRONMENT PROTECTION
Job Posting Notice

**Environmental
Protection**

Job ID: 197285 **# of Positions:** 3
Business Title: Borough Field Coordinator
Civil Service Title: COMMUNITY COORDINATOR
Title Code No: 56058 **Level:** 00
Proposed Salary Range: \$ 47,703.00 - \$ 74,049.00 (Annual)
Work Location: 250 Broadway, N.Y.
Division/Work Unit: Sandy HRO Administration

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Job Description

The Federal government administers the Community Development Block Grant Program (CDBG) to provide communities with resources that address a wide range of needs. These funds are designed to assist cities, counties and states recover from disasters. The mission of the Housing Recovery Office (HRO) is to return Sandy-impacted residents in New York City to permanent, safe and sustainable housing.

HRO seeks three (3) Borough Field Coordinators in its External Affairs Unit to support the Borough Directors by monitoring Build it Back reconstruction activities to ensure program compliance. Under the supervision of the Borough Directors, the selected candidates will coordinate with contractors, consultants, and other agency staff to ensure that Build it Back construction projects comply with standard operating procedures and environmental health and safety guidelines established by HRO. S/he will also coordinate services with community based partners, interface with elected officials, and handle complex, sensitive and high profile cases. In addition, s/he will develop and ensure appropriate communication with applicants regarding case management, inspection, design consultation and repair and rebuild information.

One Field Coordinator will be assigned to the Build it Back Brooklyn Office; one Field Coordinator will be assigned to the Build it Back Queens office, and one Field Coordinator will be assigned to the Build it Back Staten Island office. All positions will require extensive travel to work sites throughout their assigned boroughs to meet with homeowners and community-based partners. The Borough Field Coordinators will also represent HRO in the community and at professional meetings as required, and serve as a liaison with other City agencies in projects related to HRO.

Minimum Qual 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
3. 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

1. Disaster recovery and/or construction experience.
2. Experience working on federally funded HUD/CDBG-DR projects.
3. 6-10 years of direct community relations and coordination experience.
4. Experience working with community boards, civic associations, and public officials in NYC.
5. Resident of their assigned borough (Brooklyn, Queens, or Staten Island).
6. Excellent communication, interpersonal, and organization skills.
7. Demonstrated ability to meet deadlines and manage multiple projects in a timely manner.
8. Valid NYS driver's license.
9. Experience working with case management or other tracking software.
10. Proficiency with Microsoft Office Suite.

Additional Information

This position will be field based and involve extensive travel around NYC.

This is a long-term temporary grant funded position with an estimated duration of up to 18 months.

To Apply

To apply click "Apply Now"

The City of New York is an Equal Opportunity Employer

Residency Requirement

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.

POSTING 06/22/2015
DATE:

POST UNTIL: 07/06/2015