

**NEW YORK CITY TAXI AND LIMOUSINE COMMISSION
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title:	Community Associate	Level:	
Title Code:	56057	Work Location:	33 Beaver Street New York, NY 10004
Office Title:	External Affairs Analyst	Salary:	\$32,321 - \$53,788 (New Hire) \$37,169 - \$53,788 (Incumbent)
Division/Work Unit:	Office of External Affairs	No. of Positions:	1

JOB DESCRIPTION

The New York City Taxi and Limousine Commission (TLC) is the City agency responsible for oversight of the for-hire vehicle industries in New York City including yellow medallion taxis, community car services and livery cars, black car services, luxury limousines, commuter vans and paratransit services. Combined, the TLC regulates industries that are responsible for over 500,000 daily trips, serving over 1,000,000 passengers. The Office of External Affairs is responsible for communicating to industry stakeholders (including industry associations, community groups, elected officials, and passengers) the agency's goals and how they will be implemented. It works in conjunction with the Office of the Commissioner, the Office of Policy, the Office of Public Affairs, and the various Deputy Commissioners to ensure that the agency meets the goals of the administration and fulfills its mission.

Responsibilities under this Office may include, but are not limited to:

- Coordinating meetings, outreach, and policy discussions with industry stakeholders, such as Council members, community boards, industry associations, and passengers.
- Providing analysis and project management on several projects including legislative affairs, social media and website design and development, and outreach on the Taxi of Tomorrow.
- Overall support – Writing reports, creating PowerPoint presentations, and giving presentations to the TLC Commission, meeting, planning and management, and taking an active role in supporting the activities of the agency.

PREFERRED SKILLS

- College Degree
- Legislative Experience
- Strong interpersonal and teamwork skills.
- Ability to adapt to a fluid work environment and changing needs and priorities.
- Skilled in effective, clear and persuasive oral and written communications. Ability to speak Spanish and/or other foreign languages is desirable but not a requirement.
- Strong computer and technical skills.

QUALIFICATION REQUIREMENTS

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above;
- or
2. Education and/or experience which is equivalent to "1" above.

New York City Residency Required

To apply please submit 2 copies of resume and 2 copies of cover letter to:
NYC Taxi and Limousine Commission
Carmen Rojas
Human Resources Department
33 Beaver Street, 22nd Floor
New York, New York 10004

Post Date: : September 22, 2011	Post Until: October 6, 2011	JVN: 156-2012- 94040
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer