

City of New York
CONFLICTS OF INTEREST BOARD
Job Posting Notice

Civil Service Title: COMMUNITY ASSOCIATE	Level: 00
Title Code No: 56057	Salary: \$50,000-\$60,000.00 Frequency: ANNUAL
Title Classification: Non-Competitive	
Business Title: Education and Engagement Specialist	Work Location: 2 Lafayette St., N.Y.
Division/Work Unit: Conflicts of Interest Board	Number of Positions: 1
Job ID: 717457	Hours/Shift:
<p>Job Description</p> <p>The New York City Conflicts of Interest Board is seeking an Education & Engagement Specialist for its Education & Engagement Unit. The Board is an independent City agency responsible for interpreting, administering, and enforcing the City's conflicts of interest law, annual disclosure law, affiliated not-for-profits law, legal defense trusts law, and lobbyist gift law (http://nyc.gov/ethics). All 300,000+ New York City public servants are required to get training in the law once every two years.</p> <p>As a member of the Education & Engagement Unit, your job will be to meet public servants where're they're at and stay in their heads. To "meet them where they're at," you'll boil the conflicts of interest law down into an entertaining & understandable hour (or less), tailor-made for the incredibly diverse audiences you'll meet, using your authentic creative voice. You'll create slides, write quizzes and jokes, tell stories, ask lots of questions, and get people talking, all in service of making the City's ethics law both comprehensible and memorable. You'll teach these classes in every nook & cranny of City government and in virtual sessions. You'll also be involved in the day-to-day work of scheduling classes and liaising with City agencies. To "stay in their heads," you'll create all kinds of engaging content in print, video, and email, using the skills you bring, and possibly building some new ones. Typical outputs include plain language articles, infographics, monthly puzzles, comedy sketches, and posts on social. You'll get a chance to be involved in every phase of production: writing, shooting, acting, directing, editing, and distribution. You'll also do some very basic website maintenance. To get all this work done, you'll be expected to be curious, both about how the law works and how to more effectively reach people. To familiarize yourself with the Unit's work, please visit: https://www.nyc.gov/site/coib/about/education.page</p>	
<p>Minimum Qualification Requirements</p> <p>Qualification Requirements</p> <ol style="list-style-type: none">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; or2. Education and/or experience which is equivalent to "1" above.	
<p>Preferred Skills</p> <p>Strong communication skills a must. Ability to turn fact patterns into stories a must. Graphic design skills a plus. THOSE WITH A BACKGROUND IN IMPROVISATION, STORYTELLING, OR PERFORMING ORIGINAL MATERIAL ARE STRONGLY ENCOURAGED TO APPLY.</p>	
<p>Residency Requirement</p> <p>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.</p>	
<p>Additional Information</p> <p>The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.</p>	
<p>To Apply</p> <p>To apply for this position, please submit your cover letter and resume electronically using one of the following methods: For City Employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities>Careers and search for Job ID # 717457. For all other applicants: Go to www.nyc.gov/careers/search and search Job ID # 717457</p>	
Posting Date: 06/24/2025	Post Until: Filled

The City of New York is an Equal Opportunity Employer