

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$62,868* - (Non-city minimum)</u> <u>\$72,298** - (City minimum)</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Government Affairs Officer</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit: <u>External Affairs/Government Affairs</u>			

Additional Information:

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.

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

The NYC Department for the Aging (NYC Aging) promotes and supports inclusive, safe, affordable, healthy aging. NYC Aging remains steadfast in its role and responsibility to preserve the dignity and quality of life for approximately 1.8 million diverse older New Yorkers by eliminating food insecurity, providing access to affordable, stable housing, enhancing access to quality healthcare services and protecting older New Yorkers from harm and abuse with the ultimate goal of a more age-friendly city in which older adults can age gracefully with respect.

The Government Affairs Unit acts as the agency's primary liaison to elected officials, community boards, aging services providers, and advocates in order to promote NYC Aging's mission and priorities. The Unit prepares NYC Aging's city, state, and federal legislative agenda and represents the Commissioner at public hearings, high-level meetings, and community events. The Unit also analyzes pending legislation and keeps the agency abreast of any relevant legislative developments.

NYC Aging seeks a dynamic, motivated, and detail-oriented individual to serve as Government Affairs Officer to the Department's government affairs work and strategies. Under the supervision of the Director of Government Affairs, the Government Affairs Officer is responsible for supporting the advancement of NYC Aging's outreach efforts, intergovernmental endeavors, and awareness campaigns for the Borough of Queens. In addition, responsibilities will include:

- Attend various intergovernmental and community meetings to represent NYC Aging; represent NYC Aging and promote its programs, services, and initiatives.
- Establish and maintain relationships with elected officials, community leaders, and service providers.
- Represent NYC Aging at Community- and Borough- Board meetings, resource fairs, community organization, and tabling events as required.
- Lead or participate in various presentations, events, and special projects on behalf of NYC Aging.
- Work closely with NYC Aging's Bureaus and Units on outreach strategies, awareness campaigns, and other initiatives focused on the aging community.
- Help to prepare for annual Borough Budget Consultations, Public Hearings on NYC Aging's Annual Plan Summary, and NYC Aging 101 seminars.
- Maintain a current and comprehensive understanding of aging services and issues in New York City.
- Perform other related and necessary tasks as needed.

***Non-City rate (Non-City candidates & candidates with less than 2 years of City Service)**

****City incumbent rate (Candidates with 2 or more active years of City Service)**

Minimum Qualifications:

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;
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 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:

- Superior communication skills and strong passion for intergovernmental and external relations.
- Strategic thinker with great judgment and discretion.
- Ability to engage with the public in a professional manner.
- Strong organizational skills, and problem-solving abilities.
- Ability to adapt to a fast-paced, deadline-oriented environment.
- Working knowledge of New York City and State government structure preferred.
- Ability to work overtime and flexible hours including holidays, evenings, and weekends.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

Please be sure to submit a resume & cover letter when applying.

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>

Click on Recruiting Activities/Careers and Search for Job ID #705615

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #705615

Please do not email, mail or fax your resume to NYC Aging directly.

Posting Date: **September 17, 2026**

Post Until: **Filled**

JVN No. **125-27-20 CW**