

Job Vacancy Notice #136-2026-757206

Civil Service Title: Community Associate	Agency Title: Communications Planning Associate
Title Code No. 56056	Salary: Hourly: \$25.00/hour Funding Source: Community Development Block Grant
Location: 253 Broadway 11 th Floor, New York, NY 10007	Schedule: Part-Time/3 days (21 hours) per week
Post Date: 12/4/2025	Post Until: Filled

The Agency

The Landmarks Preservation Commission (LPC) is the largest municipal preservation agency in the nation. It is responsible for protecting New York City's architecturally, historically, and culturally significant buildings and sites by granting them landmark or historic district status and regulating them after designation. The agency is comprised of a panel of 11 commissioners who are appointed by the Mayor and supported by a staff of approximately 80 preservationists, researchers, architects, historians, attorneys, archaeologists, and administrative employees. There are more than 38,000 designated buildings and sites in New York City, most of which are located in 157 historic districts across in all five boroughs. Working at the Landmarks Preservation Commission provides a great opportunity to cultivate intellectual inspiration and professional development.

The Team

The Communications Planning Associate will be a key member of LPC's Communications team, supporting the agency's efforts to inform the public and expand awareness of its work, particularly related to LPC's planning work, including its research, archaeology, and environmental review.

Your Impact

Reporting to LPC's Director of Communications, the Communications Planning Associate will play a central role in building and maintaining LPC's presence across social media platforms, including LinkedIn, Instagram, Facebook, and X (Twitter), with the flexibility to adapt to future platforms. In addition to working with the Director to create compelling content, this role will contribute to strategy development and performance evaluation to strengthen the agency's outreach efforts. The Communications Planning Associate will:

- Help monitor and manage all agency social media channels from planning to execution, including working with relevant departments on researching, writing, and posting original content tailored to each social media platform
- Work with Director to ensure that all content developed for social and digital is platform-native, cohesive across platforms, and aligned with social media best practices and the city's social media policy
- Assist in evaluating, identifying, and implementing emerging social media tools to expand audience reach

- Monitor social media activity from other New York City agencies and organizations related to historic preservation, and share relevant posts with supervisors as appropriate
- Collaborate with supervisors to create and share emergency preparedness messages if activated
- Review comments and direct messages on the agency's social media channels, elevating those requiring response to appropriate members of the LPC team
- Assist with tracking agency performance metrics across social media channels

Qualification Requirements

1. 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
2. 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

The ideal candidate would have:

- Baccalaureate degree from an accredited college
- Excellent writing and editing skills, particularly plain language and AP style; must be comfortable rewriting technical verbiage into plain language for the general public
- Experience in with Adobe Creative Cloud applications, Canva, Figma, and social media platforms
- Graphic design skills preferred
- Proficient in social media content management and analytics tools
- Proficient in Microsoft Office. (Word, Excel, PowerPoint)
- Must work well independently and as a team member
- Strong interest in architecture and urban studies
- High attention to detail

How to Apply

Please submit resume and cover letter to: JobsNYC at <https://cityjobs.nyc.gov/>

Please Note

- The Landmarks Preservation Commission will only respond to qualified candidates. While we appreciate every applicant's interest, only those under consideration will be contacted.
- If you were educated in a foreign school, you must be able to submit an evaluation of your foreign education from an approved organization.
- Final appointment is subject to approval by the Office of Management and Budget.



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. LPC employees can expect to work as part of a highly engaged, passionate, and inclusive workforce where every-one's contributions are valued, respected, and make an impact on one of the best and most diverse cities in the world!