

**Job Vacancy Notice #136-2026-768298**

<b>Civil Service Title:</b> Community Coordinator	<b>Agency Title:</b> Public Information Officer
<b>Title Code No.</b> 56058	<b>Salary:</b> Min: \$62,868 per annum, Max: \$72,298 per annum (with two years of City Service)
<b>Location:</b> 253 Broadway, 11th Floor, New York, NY 10007	<b>Schedule:</b> Full Time; eligible for up to 2 telework days per week
<b>Post Date:</b> 03/26/2026	<b>Post Until:</b> 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 Public Information Officer is LPC's front-line liaison to the public, a primary cross-departmental liaison, and a key member of the Communications Team, which oversees the production of all external agency materials and publications, including managing the agency's website and social media platforms.

**Your Impact**

The Public Information Officer serves as part of the Commission's public-facing Communications team, representing the agency and its work, and providing responsive customer service and clear guidance on complex topics to members of the public, landmark property owners, and professionals in the fields of architecture and preservation.

**Your Responsibilities**

Under the supervision of the Director of Communications, the Public Information Officer will:

- Respond to a high volume of phone and email inquiries from the public across a range of topics, including those related to the Commission's permitting, such as LPC's rules and regulations, permitting process, public review process and permit application status. Other topics include LPC's landmark designation work, agency and intergovernmental processes, language access. Work requires leveraging multiple LPC databases and liaising with staff across departments to coordinate accurate and timely responses;

- Work with the Director of Communications to develop educational and promotional materials, including brochures, factsheets, guides, and videos;
- Assist the Director of Communications to generate and post content on LPC's website and social media accounts;
- Assist with outreach efforts for agency initiatives, including public meetings and press events; and
- Format public hearing presentations and upload materials to LPC's website; coordinate public hearing video production and livestreams to YouTube

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

### **Preferred Skills**

- Baccalaureate degree in architecture, historic preservation, urban planning, public policy, or communications preferred;
- Strong interest in historic preservation, public policy and urban planning, New York City government;
- Experience interacting with the public, with a strongly collaborative approach;
- Strong writing and oral communication skills;
- Ability to assess, prioritize, and respond promptly to multiple assignments;
- High attention to detail and strong organizational skills;
- Proficient in Microsoft Office. (Word, Excel, PowerPoint)

### **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.

### **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.

**LOAN FORGIVENESS:** The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with LPC qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: [Public Service Loan Forgiveness | Federal Student Aid](#)

**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 everyone's contributions are valued, respected, and make an impact on one of the best and most diverse cities in the world!**