

**City of New York**  
**DEPT OF RECORDS & INFO SERVICE**  
**Job Posting Notice**

<b>Civil Service Title:</b> COMMUNITY ASSOCIATE	<b>Level:</b>
<b>Title Code No:</b> 56057	<b>Salary:</b> \$20.98 - \$34.92 <b>Frequency:</b> Hourly
<b>Title Classification:</b> Non- Competitive	
<b>Business Title:</b> Silver Stars - Educational Outreach Coordinator	<b>Work Location:</b> 31 Chambers St., N.Y.
<b>Division/Work Unit:</b> Executive Offices	<b>Number of Positions:</b> 1
<b>Job ID:</b> 567793	<b>Hours/Shift:</b> Part-Time / Day - Due to the necessary duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

**Job Description**

This position is only open to City of New York retirees as part of the Silver Stars Program. The Silver Stars Program offers retired City employees the opportunity to be hired to fill temporary, part-time positions limited to 21 hours per week. Pension and benefits can still be collected while employed in this position.

Through Section 212 of the New York State's Retirement and Social Security Law (RSSL), a retired City employee can earn up to \$35,000 on a calendar basis (January through December) and continue to receive full pension benefits, health care insurance, and possibly Social Security benefits. Some exceptions may apply. Selected candidates may work up to 21 hours per week.

The Educational Outreach Coordinator will provide leadership, direction and organization for the agency's educational outreach efforts, including expanding programmatic offerings and resources for K-12 students and educators, conducting targeted outreach to diverse communities, and coordinating recruitment of educators as volunteers.

The Educational Outreach Coordinator will conduct direct outreach to community partners (i.e., K-12 schools, extracurricular programs, etc.), which may involve giving presentations in communities throughout New York City (both virtually and physically). The Coordinator will work closely with the Volunteer Outreach Coordinator to recruit educators (particularly retirees) to work with the Municipal Library and Archives to develop K-12 educational resources. The Educational Outreach Coordinator will conduct research within the collections to locate resources that would lend themselves to the development of curriculum aides, particularly with the goal of identifying underrepresented stories and histories.

The Educational Outreach Coordinator would be utilized to develop targeted content (i.e. tours and programs) that is readily appreciable by K-12 students/useful for K-12 educators; and create and sustain high-caliber, free education and public programs that connect visitors to the history of City government in ways that are meaningful to their lives and expand the hours/days programs are provided to accommodate varying work schedules.

The Educational Outreach Coordinator will work with staff in External Affairs, the Municipal Library and the Municipal Archives, as well as volunteers with an educational background, to design and facilitate programs and activities for a variety of audiences, specifically thematic programs for K-12 students and educators.

**Detailed Tasks:**

- Build purposeful and impactful partnerships with K-12 schools, charter systems, universities, civic groups, afterschool programs, community organizations, and other cultural institutions;

- Recruit through email, phone calls, tabling fairs, and other outreach activities;
- Cultivate and grow relationships with local schools;
- Supports special events as needed at the Department of Records and Information Services;
- Design and facilitate participatory and informal exhibit activities;
- Create lesson plans and online content to help provide educators and visitors with methods and materials for using primary sources as teaching tools;
- Host online and in person lessons for K-12 students;
- Host and attend community functions or recruiting events to promote the agency’s mission and attract qualified education volunteer candidates;
- Analyze community needs to determine program activities and delivery including content;
- Work with marketing staff to produce key communications and promotional materials, and shape the language used for all education programs and community engagement—to foster support and appreciation of the Municipal Library and Archives as an educational and cultural resource throughout the region;
- Work with technical staff to enhance the agency’s website to include education-related curriculum and programs;
- Represent educational content for DORIS publicly, which includes on social media and in conferences; and
- Act as a communication point of contact for education related inquiries to the agency.

**Minimum Qualification Requirements**

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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.

**Preferred Skills**

- Previous experience with grassroots community engagement and volunteer services preferred;
- Excellent research skills and a solid understanding of historical methods; or willingness to learn;
  - Experience developing lesson plans or curriculum aides or willingness to learn;
  - Proficiency in Outlook, Word, Excel, and PowerPoint;
  - Careful attention to detail; and strong organizational and project management skills;
  - Comfortable communicating clearly and professionally to diverse audiences by email and phone;
  - Comfort with public speaking;
  - Photography or design skills a plus;
  - Demonstrated writing and editing skills for public-facing communications;
  - Bilingual a strong plus;
  - Able to plan and develop projects with minimal supervision; and
  - A bachelor’s degree in Education, History, Archival/Museum/Library Studies, Communications, or English a strong plus.

**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.

**To Apply**

**Search for the Job ID# 567793**

**External Candidates please go to [www.nyc.gov/careers](http://www.nyc.gov/careers)**

**Current NYC employees please go to [www.nyc.gov/ess](http://www.nyc.gov/ess)**

NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.  
APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.

**Posting Date:** 1/07/2023

**Post Until:** Until Filled

**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.**