

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

**CITYWIDE VACANCY NOTICE**

Civil Service Title: Community Coordinator Salary: \$32.36\* - (Non-City minimum)  
\$37.21\*\* - (City minimum)

Title Code: 56058 Number of Positions: 1

Office Title Communications Coordinator (Part-Time) Work Location: 2 Lafayette Street, NYC

Division/Work Unit: External Affairs/Press & Public Information

**Additional Information:**

***This Part-Time position (20 hours per week) is paid at an hourly rate. This position will receive New York City health and dental benefits. Leave accrual rates for annual leave and sick leave is based on hours worked and no paid holidays.***

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

**Job Description:**

With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.775 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.

The Press and Public Information Unit (PPI) promotes the agency's services and resources in the community through earned and owned media, as well as public outreach. The unit oversees internal and external communications. This includes NYC Aging's public-facing website, social media channels, the creation and distribution of marketing materials, media campaigns, and communications being sent out to providers. Each month, PPI also issues a commissioner column and an electronic newsletter to help share news, updates, and key issues to external stakeholders. In addition, the Unit organizes the agency's press events and helps prepare senior leadership and NYC Aging staff for public speaking and events in communities throughout the city.

NYC Aging seeks a dynamic, motivated and detail-oriented individual to serve as a Communications Coordinator in the Press & Public Information Unit. The Communications Coordinator will support PPI with ensuring the public is aware of NYC Aging's activities and services being offered through the agency directory or through a community partner. Under general direction, the tasks the Communications Coordinator will perform include task that include Graphic Arts, Social Media, Email Communications, Website Maintenance, Maintenance of NYC Aging Photo Library, Press Outreach and Response:

- Create designs that will be shared with community partners and the public on social media, newsletters and on NYC Aging's public website describing programs and services of the agency. Some designs will also be created for media campaigns.
- Gather pictures from NYC Aging's community-based organizations, on a weekly basis draft social media post for the agency. Search for and create social media posts that are relevant to the agency's mission and that local community providers should be aware of.
- Review email correspondences sent to the community providers to ensure clarity and accuracy and help draft the agency's monthly newsletter, Ageless New York.
- Review changes to public facing and internal website as requested by staff and update it with initiatives and programs being undertaken by the agency.
- Maintain NYC Aging photo library of pictures being received from community organizations as well as NYC Aging staff and provide appropriate photos for public documents and other messages that will be shared with the community.
- Work with appropriate staff to pitch NYC Aging programs and initiatives to reporters, and events taking place at community providers across the city.
- Draft press releases announcing new agency programs and initiatives and respond to reporter inquiries.

**\*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; or
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 as 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:**

- A college degree or equivalent in communications, marketing, political science or a related field preferred.
- Passion for supporting New York's older adult population.
- Experience using Adobe Creative Suite a plus.
- Bilingual - Spanish, Mandarin and Russian a plus.

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

**55-a Program:**

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program

**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 #625526**

**All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID #625526**

**Please do not email, mail or fax your resume to DFTA directly.**

Posting Date: **February 29, 2024**

Post Until: **Filled**

JVN No. **125-24-42 CW**