

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

<b>Civil Service Title:</b> COMMUNITY COORDINATOR	<b>Level:</b> 00
<b>Title Code No:</b> 56058	<b>Salary:</b> \$29.61/\$34.05-\$34.05 <b>Frequency:</b> HOURLY
<b>Title Classification:</b> Non-Competitive	
<b>Business Title:</b> Public Programming Officer	<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> 533654	<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**

The Public Programming officer is responsible for preparing and implementing a strategic plan for programming, outreach and education initiatives at the Department of Records and Information Services.

The Public Programming and duties will include but are not limited to:

- Develop and manage content and logistics for individual events, series and on-going programs and education projects
- Develop opportunities for outreach within New York City communities
- Organize and facilitate public programs and community outreach events
- Proactively coordinate with internal teams on a variety of matters that intersect with public programming and education initiatives
- Collaborate with designated staff to identify funding sources to support programming and education efforts
- Provide direction and communication to team regarding ongoing projects and tasks
- Support efforts of the agency, working collaboratively and in a team environment
- Write, edit, and design publicity materials for events, programs, and education projects
- Manage staff and interns

### Minimum 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; 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

Requirements:

- 3-5 years of experience in managing programming and/or development teams
- Results-oriented with a track record in successful outreach and programming initiatives
- Excellent writing and verbal communication skills
- Strong knowledge of New York City government, archives, and/or museum related institutions.
- Versatility in a deadline-oriented, multi-tasking environment
- Exhibit expertise in the design and implementation of social media campaigns on platforms including Twitter, Facebook, and blogs

### Additional Information

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. Please review the notice to see if you may be eligible for programs and how to apply at [nyc.gov/studentloans](http://nyc.gov/studentloans).

### 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# 56058**

**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:** 06/07/2022

**Post Until:** 06/20/2022

***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.***