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

Civil Service Title: COMMUNITY COORDINATOR	**Level:** 00
Title Code No: 56058	**Salary:** $50,362.00/$57,916.00-$66,000.00 **Frequency:** ANNUAL
Title Classification: Non-Competitive	
Business Title: Public Programming and Development Officer	**Work Location:** 31 Chambers St., N.Y.
Division/Work Unit: Executive Offices	**Number of Positions:** 1
Job ID: 339793	**Hours/Shift:** Full-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.

Job Description

The Public Programming and Development 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 Development officer duties will include but are not limited to:
- Develop and manage plans for individual events, series and on-going programs and education projects
- Develop opportunities for outreach within New York City communities
- Proactively coordinate with internal teams on a variety of matters that intersect with public programming and education initiatives
- Plan and implement a development strategy for new and renewed funding sources to support programming, education, and other agency projects
- 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:
- 5-8 years of experience in managing programming and/or development teams
- Results-oriented with a track records in successful outreach and programming initiatives
- Excellent writing and verbal communication skills
- Strong knowledge of New York City government, records, 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

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 # 339793
External Candidates please go to www.nyc.gov/careers
Current NYC employees please go to 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: 03/27/2018	**Post Until:** 04/09/2018

The City of New York is an Equal Opportunity Employer