

**City of New York
CONSUMER AFFAIRS
Job Vacancy Notice**

Civil Service Title: COMMUNITY ASSOCIATE	Level: 00
Title Code No: 56057	Salary: \$34,644.00 / \$39,841.00* - \$40,000 <i>*minimum with two years of continuous city service</i>
Office Title: Community Associate	Work location: 42 Broadway, New York, NY
Division/Work Unit: Transit Benefits	Number of Positions: 1
Job ID: 219831	Hours/Shift: 9:00 AM to 5:00 PM

Job Description

The Department of Consumer Affairs (DCA) empowers consumers and businesses to ensure a fair and vibrant marketplace. DCA licenses and regulates over 80,000 businesses in 55 different industries, and enforces the Consumer Protection Law and other related business laws in New York City. The agency educates the public and businesses through outreach and partnerships with stakeholders throughout the City. DCA performs onsite inspections of businesses to ensure compliance with license regulations, weights and measures regulations, and the New York City Consumer Protection Law. Effective April 1, 2014, under New York City's Earned Sick Time Act, most employers in New York City will be required to give their employees sick leave. DCA is charged with enforcement of this law.

DCA's Office of Financial Empowerment (OFE) assists low-income and immigrant New Yorkers to build assets and make the most of their financial resources by providing free financial counseling at more than 30 Financial Empowerment Centers, access to mainstream banking, and encouraging Earned Income Tax Credit utilization.

The Transit Benefits Division is tasked with implementing and enforcing New York City's Transit Benefits law which requires certain employers to offer their full-time employees the opportunity to use pre-tax earnings to purchase qualified transportation fringe benefits. The Transit Benefits Division will conduct extensive outreach to educate employees and employers about the law; work with stakeholders throughout the City to ensure compliance; investigate and help resolve complaints filed by employees; and prosecute businesses that do not comply with the law in an administrative tribunal and enter into robust Consent Orders in lieu of hearings. The Transit Benefits Division will also serve as a resource for businesses that need information or assistance in order to comply and for workers who want to better understand their rights.

DCA is seeking a results driven individual to serve as a Community Associate for the Transit Benefits Division. The Transit Benefits Division will educate employees, employers, government, and organizations about the law. The Transit Benefits Division will work with stakeholders throughout the City to ensure compliance and assist with mediation of complaints filed by employees. The Community Associate will be involved in outreach and education of services under the Transit Benefits law. Responsibilities include, but are not limited to:

- Working closely with the External Affairs division which is responsible for all DCA media relations and community outreach;
- Planning and data analysis when setting up trainings;
- Preparing materials/documents and maintaining knowledge database;
- Conducting site visits to identify appropriate venues for presentations and advance work for trainings/forums;
- Working with Transit Benefits Division staff and venue staff for all logistical arrangements; including but not limited to technical set-up, signage, printed material and translation assistance;
- Attending trainings conducted by DCA Legal to learn material that trainers will deliver to employers;
- Working with trainers to track event metrics and feedback, including attendance, issues of concern and needed refinements to training material(s).

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.

PLEASE NOTE: New York City residency is 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.

Preferred Skills

- Proficiency in Microsoft Office, major Internet search engines and databases; ability and aptitude to quickly learn new computer programs and technology;
- Excellent written and verbal communication;
- Able to capture and analyze data;
- Ability to read and understand laws and rules;
- Experience in handling multiple assignments with competing deadlines with a high degree of detail and accuracy;
- Multilingual a plus;
- Flexibility in hours.

To Apply

For Non-City/External Candidates: Visit the [External Applicant NYC Careers site](#). Click on "Non-Employee Login" and search by Job ID number.

For Current City Employees: Visit [Employee Self Service](#) (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

***A RESUME AND COVER LETTER ARE REQUIRED.
PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION.
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED.
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.***

Post Date: 10/21/15

Post Until: Filled

DCA and The City of New York are Equal Opportunity Employers.