

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

Civil Service Title: COMMUNITY ASSOCIATE	Level: 00
Title Code No: 56057	Salary: \$35,683.00/ \$41,036.00* - \$45,000.00 <i>*minimum with two years of continuous city service</i>
Office Title: Community Associate	Work Location: 42 Broadway, New York, NY
Division/Work Unit: Office of Labor Policy and Standards	Number of Positions: 1
Job ID: 265651	Hours/Shift: 9:00AM – 5:00PM

Job Description

The Department of Consumer Affairs (DCA) licenses, inspects, and educates businesses, assists and informs consumers, mediates complaints, and offers free financial counseling and safe banking products. DCA enforces the Consumer Protection Law, the Paid Sick Leave Law and other related business laws throughout New York City and licenses nearly 80,000 businesses in 55 different industries. For more information, call 311 or visit DCA online at nyc.gov/consumers or on its social media sites, [Twitter](#), [Facebook](#), [Instagram](#) and [YouTube](#).

DCA is seeking a highly motivated individual to serve as a Community Associate for the Commuter Benefits and Paid Sick Leave Division, focusing on participating in outreach and public events to inform both businesses and workers about the law.

The Community Outreach Associate's tasks will include but not be limited to:

- Participating in public outreach events designed to provide commuter benefits and paid sick leave informational materials to community groups;
- Interacting and building relationships with community group leaders at Commuter Benefits and Paid Sick Leave outreach events, including business walks, community board meetings, precinct meetings, and other public events;
- Working with the division's outreach coordinators to train the staff about the Commuter Benefits and Paid Sick Leave Laws;
- Assisting the agency, including the Commuter Benefits and Paid Sick Leave Division and the External Affairs Division, by acting as the liaison between the division and members of the public, including elected officials;
- Helping present at the open houses that the division conducts to allow businesses and workers learn more about the Commuter Benefits and Paid Sick Leave Laws;
- Supporting the intake staff by addressing public requests for information, reports of noncompliance, or requests for outreach and education
- Using the division's databases and spreadsheets to track outreach events, including the dates, times, and locations of events as well as the number of informational materials distributed; and
- Providing support for special projects and initiatives when necessary.

Qualification Requirements

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.

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

- Experience in conducting public outreach, preferably on government or public service issues;

- Strong verbal and written communication skills;
- Ability to read and understand laws and rules and be able to explain them in a direct and straight-forward way;
- Flexible hours;
- Multilingual a plus.

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: 09/30/2016

Post Until: Filled

DCA and The City of New York is an Equal Opportunity Employer