

**City of New York**  
**DEPT. OF HOMELESS SERVICES**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Community Coordinator	<b>Level:</b> N/A
<b>Title Code No:</b> 56058	<b>Salary:</b> \$48,895.00/\$56,229.00 -\$75,900.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Special Projects Analyst	<b>Work location:</b> 33 Beaver Street MANHATTAN, NY 10004
<b>Division/Work Unit:</b> Fiscal & Procurement Operations/Office of Budget	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 2947 <b>POSITION#:</b> 3710

**Job Description**

\*\*\*REPOST\*\*\*

The NYC Department of Homeless Services (DHS) seeks a Community Coordinator to serve as Special Projects Analyst in the area of (Budget) within the Division of Fiscal & Procurement Operations. The selected candidate will provide analysis and project management support to the unit while assisting in the development and implementation of projects. Responsibilities include, but not limited to: managing and providing support to the unit's portfolio of special projects; serving as liaison and working in collaboration with internal and external stakeholders in the daily development, implementation and monitoring of services and program reforms related to generating and contributing to summary reports that provide narrative and numerical documentation; and helping to facilitate relationships between internal and external partners. The Community Coordinator will work collaboratively on team projects as needed; provide assistance in the coordination and facilitation of work-groups, plan and organize meetings with key management staff to ensure that division goals are being met.

**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**

N/A

**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:**

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

**Post Date:** 11/17/2015

**Post Until:** 12/2/2015

**JVN:** 071-2016-222924

**The City of New York is an Equal Opportunity Employer.**