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

Civil Service Title: Community Coordinator	**Level:** N/A
Title Code No: 56058	**Salary:** $48,895.00/$56,229.00 -$75,900.00 **Frequency: ANNUAL**
Office Title: Communications Associate	**Work location:** 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Communications & External Affairs/Community Affairs	**Number of Positions:** 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	**Agency Tracking #:** 2959 **POSITION#: 1927**

Job Description

The NYC Department of Homeless Services (DHS) seeks a Community Coordinator to serve as Communications Associate in the Communications and External Affairs Unit of the Executive Division. The selected candidate will support the Deputy Commissioner and the Director of External Content and Social Media in promoting the Agency's programs and achievements. The Communications Associate will also play a critical role in building and executing a comprehensive communications plan to increase awareness around a new vision and brand identity for this longstanding City agency.

The ideal candidate will have strong visual design skills, a solid understanding of branding, and a good eye for merging written communication with graphic design, particularly in a digital environment. She or he will also have strong interpersonal and follow-up skills in order to facilitate building strong relationships internally and externally and to see projects through from concept to fruition.

Working closely with the Director of External Content and Social Media, the associate will:

•Perform graphic design services: develop the design, layout, format, and graphics for the visual communications used to connect with constituents via print media and the web, in keeping with the Agency brand and identity

•Develop and execute a wide variety of high-profile desktop publishing services, including designing original ads, newsletters, booklets, brochures, posters, reports, and marketing pieces, both in print and online

•Ensure the timely delivery of projects

•Assist in the creation of public relations campaigns, including supporting functions, events, and promotions

•Design and manage internal electronic communications, including email blasts

•Update, maintain, and build new pages for the website, in consultation with the Director of External Content

•Coordinate with program areas and other Communications staff on a daily and weekly basis to compile content for website and intranet

•Prepare photos, graphics, text, files, and other information, as directed, for posting to websites using the Adobe suite

•Organize and maintain photo library and assist with photo editing and formatting for websites and print materials. The selected candidate will serve as Agency photographer, when needed

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

- Bachelor's degree in graphic design, graphic arts, commercial art, or a related field
- 2-3 years of experience performing professional graphic design work related to the essential duties outlined above, specifically designing brochures, flyers, infographics, and web elements (portfolio review required)

- Experience creating a cohesive brand identity and guidelines
- Knowledge of web languages including html and different content management systems
- Proficiency in Photoshop, InDesign, Dreamweaver, and Illustrator
- Exceptional attention to detail, writing, editing, and proofreading skills
- Able to multitask, work under pressure, and meet strict deadlines.
- Self-starter with the ability to take the initiative and follow through on projects.
- Comfortable working in professional and confidential environment.
- Ability to take direction and offer productive feedback.
- Good sense of humor.
- *Punctual with schedule flexibility to attend periodic community events and meetings evenings and weekends.

- Minor or graduate coursework in public relations, communications, journalism, or English a plus
- Demonstrated experience in marketing or experience in copywriting, editing, blogging, publishing, or a communications field
- Prior experience with Informational Architecture
- Bilingual a plus, but not required

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: 11/23/2015	**Post Until:** 12/8/2015	**JVN:** 071-2016-223741

The City of New York is an Equal Opportunity Employer.