

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: CoC Committee and Communications Coordinator	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit:	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 3187 POSITION#: 5509

Job Description

The NYC Department of Homeless Services (DHS) seeks a Policy Analyst to serve as a CoC Committee & Communications Coordinator for the New York City Coalition on the Continuum of Care. The selected candidate will be responsible for all aspects maintaining communications, social media and website for HUD-funded Continuum of Care housing and service providers in New York City. In addition, the CCoC committee & Communications Coordinator will provide administrative and strategic support to the CCoC Steering Committee, and one or more CCoC committees. S/he will work with the DHS CoC team to communicate policy priorities; use HMIS, CARES, and other data available to DHS to identify and address program performance on HUD strategic objectives. The candidate may oversee interns in the implementation of assignments for the Unit.

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

Masters' Degree in a social policy related field is a plus. Proficiency with Excel, Word, PowerPoint, Visio and strong administrative skills. Knowledge of website management software a plus.

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: 8/19/2016

Post Until: 9/2/2016

JVN: 071-2017-255359

The City of New York is an Equal Opportunity Employer.