

City of New York
Department of Information Technology and Telecommunications
Job Posting Notice

Civil Service Title: Community Associate	Level:
Title Code No: 56057	Salary: \$34,644/\$39,841 - \$57,655
Business Title: Digital Communications Associate	Work Location: New York, NY
Division/Work Unit: Office of Digital Strategy	Number of Positions: 1
Job ID: 214135	Hours/Shift: Day - Due to the necessary support duties of this position in a 24/7 operation, candidate may be required to work various shifts such as weekends and/or evenings.
Job Description (New York City Residency required within 90 days of appointment)	
<p>The City of New York is dedicated to improving engagement with residents and businesses by developing tools that will enhance government transparency, improve delivery of City services, and promote civic engagement. The Office of Digital Strategy (NYC Digital) works closely with the Mayor's Office of Operations, Mayor's Office of Data Analytics, NYC Economic Development Corporation, NYC Law Department, Department of Information Technology and Telecommunications, NYC & Co, Mayor's Office of Technology and Innovation, Department of Small Business Services, and the Mayor's Communication's Office to help develop forward-thinking policies and usage for digital tools to better serve the public and support the growth of New York City's tech ecosystem.</p> <p>The successful candidate will serve as a Digital Communications Associate reporting to the Office of Digital Strategy. Responsibilities will include: Execute social media communications across the City and work to integrate social media into New York City's website, NYC.gov; work with the Office of the Mayor to execute the digital communications program; operate citywide community related social media management and analytics platforms; provide guidance to agencies that need assistance using management and analytics platforms; develop digital media calendar and other collaboration tools regarding community related programs and information; organize agency-scheduled tweets and Facebook announcements regarding community related programs and information; oversee compliance with City guidelines, policies, and protocols; distribute important messaging to all social media managers and community; participate in the development of annual digital progress report and present digital strategy; and perform special community related social media projects and initiatives.</p>	
Minimum Qualification Requirements	
<p>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;</p> <p>-or-</p> <p>2. Education and/or experience which is equivalent to "1" above.</p>	
Preferred Skills	
<p>The preferred candidate should possess the following: Experience in digital media initiatives; management and development experience in digital media; knowledge of NYC Government operations and public policy background; demonstrated experience working with technical and non-technical staff; exceptional knowledge of Microsoft Office programs; outstanding collaboration and team building skills; strong written and verbal communication skills; excellent analytic, organization, presentation and facilitation skills; ability to manage multiple tasks under tight deadlines; and the ability to interface with executive level management.</p>	
To Apply	
<p>For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #214135 For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #214135</p> <p style="text-align: center;">-or-</p> <p style="text-align: center;">If you do not have access to a computer, please mail resume indicating Job ID # to: Department of Information Technology and Telecommunications (DoITT) Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007</p> <p style="text-align: center;">SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW APPOINTMENTS ARE SUBJECT TO OVERSIGHT</p>	
Posting Date: September 24, 2015	Post Until: Filled

The Department of Information Technology & Telecommunications and the City of New York are equal opportunity employers.