

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

Civil Service Title: Business Promotion Coordinator	Level: 02
Title Code No: 60860	Salary: \$59,715/\$68,672 - \$70,000
Business Title: Broadband Adoption Coordinator	Work Location: Brooklyn, NY
Division/Work Unit: Telecommunications and Planning	Number of Positions: 1
Job ID: 264981	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 (NYC Residency is required within 90 days of appointment)	
<p>DoITT provides for the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to New York City's residents, businesses, employees and visitors. As the City's technology leader, DoITT is responsible for maintaining the foundational IT infrastructure and systems that touch every aspect of City life from public safety to human services, from education to economic development crossing the full spectrum of governmental operations.</p> <p>The successful candidate will serve as a Broadband Adoption Coordinator reporting to the Broadband Planning unit within the Telecommunications and Planning division. Responsibilities will include:</p> <ul style="list-style-type: none"> • Serve as a member of DoITT's Broadband Planning Unit; • Work with local and national service providers to research and develop broadband outreach, enrollment and training strategies based on the needs and barriers faced by the local population; • Lead outreach and enrollment efforts within the development and surrounding community to promote awareness of broadband; • Develop partnerships with local community organizations and resident associations to promote and enhance program offerings particularly to the extent these organizations might be used to create opportunities to boost value proposition of home broadband adoption via concrete pathways to employment, educational attainment, social service enrollment, health management, etc.; • Identify and train ambassadors within the development community to support resident's awareness, enrollment and use of broadband services provided and or contemplated; • Facilitate coordination and alignment between program service providers with regard to messaging/branding, training and outreach needs and priorities, data collection and performance measurement; • Special projects and initiatives as assigned. 	
Minimum Qualification Requirements	
<p>1. A masters degree from an accredited college with a major in business administration, public administration, urban planning, economics, urban affairs, marketing research, finance, or political science;</p> <p>or</p> <p>2. A baccalaureate degree from an accredited college and one year of full-time satisfactory experience in one or more of the following:</p> <p>a. business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or</p> <p>b. analysis of business records and documents to determine eligibility of businesses for programs and services; or</p> <p>c. economic, market or site research and analysis for business and neighborhood development; or</p> <p>d. facilitation and promotion of the film industry through the processing of various permits, marketing techniques and incentive programs;</p> <p>or</p> <p>3. An associate degree or 60 semester credits from an accredited college and three years of full-time satisfactory experience as described in 2 above;</p> <p>or</p> <p>4. A satisfactory combination of education and experience which is equivalent to 1, 2, or 3 above. However, all candidates must have least 60 semester credits from an accredited college or university.</p>	
Preferred Skills	
<p>The preferred candidate should possess the following:</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills; • Excellent presentation skills to both C Level and local government City Officials; • Excellent with Telecommunications/Broadband vocabulary and concepts; • Experience with current and next generation Broadband Service providers both wireless and wireline. 	
To Apply	
<p>For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #264981 For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #264981</p> <p style="text-align: center;">-or-</p> <p>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>SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL</p>	
Posting Date: September 28, 2016	Post Until: Filled

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