

**City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice**

Civil Service Title: Community Coordinator	Level: N/A
Title Code No: 56058	Salary: \$48,895 - \$56,229 Frequency: Annual
Business Title: Community Coordinator	Work location: 420 Mandanici Road East Elmhurst, NY 11370
Division/Work Unit: Criminal Justice Bureau	Number of Positions: 1
Job ID: 260254	Hours/Shift: Day

Job Description

The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC operates 12 inmate facilities, 9 of which are located on Riker's Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough.

The DOC seeks to recruit a Community Coordinator for the Criminal Justice Bureau Division who's task will include but are not limited to the following:

- Perform daily administrative tasks to support the Criminal Justice Bureau;
- Answer and direct phone calls and take messages;
- Provide general support to visitors;
- Create and maintain Word docs, Excel spreadsheets, PowerPoint presentations;
- Produce and distribute correspondence, memos, letter, faxes and forms;
- Administer office supplies;
- Organize and arrange departmental events including Town Halls;
- Handle the other than personal services budget and coordinate purchasing activities, which include maintaining office and equipment inventory, tracking expenses and obtaining estimates and bids for goods and services;
- Maintain office schedules, schedule and prepare materials for meetings;
- Maintain records of accounts receivable and accounts payable.

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

- Strong communication and organization skills; ability to multi task
- Excellent MS Office skills in Word, Excel, PowerPoint
- Experience with MS SharePoint Designer a plus
- Self-starter with proven reliability and personal integrity
- Minimum 2 years pervious administrative experience

Residency Requirements

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: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# **260254**

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# **260254**

Submission of a resume is not a guarantee that you will receive an interview.

Only those candidates under consideration will be contacted.

Post Date:

Post Until: 9/16/16