**City of New York**

**Department of Information Technology & Telecommunications**

 **Job Posting Notice**

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| **Civil Service Title:** Executive Program Specialist | **Level:** M1 |
| **Title Code No:** 06824 | **Salary:** $58,700/$63,301 - $90,000 |
| **Business Title:** Outreach Director | **Work Location:** New York, NY  |
| **Division/Work Unit:** Civic Engagement Commission | **Number of Positions:** 1 |
| **Job ID:** 519823  | **Hours/Shift:** Day |
| **Job Description****(NYC Residency is required within 90 days of appointment)****ORGANIZATIONAL PROFILE:** In November 2018, New York City voters approved three ballot initiatives establishing the New York City Civic Engagement Commission. The Commission promotes civic participation to enhance civic trust and strengthen democracy. Core mandates include partnering with key internal and external partners to implement citywide participatory budgeting, poll site language assistance, and technical assistance to community boards. On December 13, 2021 a mayoral Executive Order brought the responsibilities of the Chief Democracy Officer and DemocracyNYC under the CEC.**JOB RESPONSIBILITIES:** The Civic Engagement Commission seeks an Outreach Director to lead planning and implementation of a coherent outreach strategy to advance all Commission programs and initiatives. This role reports to the Chair & Executive Director of the Civic Engagement Commission, and works closely with the Chief of Staff, Chief Democracy Officer, CEC Program Advisors, Communications staff, interagency partners and community stakeholders. Responsibilities will include: * Direct an outreach team of 5 Community Engagement Specialists dedicated to building trust with NYC residents and communities;
* Co-design outreach plans with outreach leads and program staff for CEC programs including community boards, participatory budgeting, poll site language assistance, voter registration & voter participation, and other initiatives (may include occasional rapid response requests from City Hall);
* Ensure integration of CEC values, key targeted populations, geographic reach, and issue communities into outreach planning;
* Integrate multiple modes into outreach plans, in person and virtual, including arts based approaches;
* Work with outreach staff to set outreach goals and metrics for each program lane;
* Coordinate outreach work streams across programs to ensure greater operational efficiency for the Commission;
* Continuously track, qualitatively and quantitatively, progress toward outreach goals, and compile reports on outreach strategies and outcomes;
* Work with outreach staff to monitor & expand existing volunteer recruitment, volunteer engagement and tracking to support all program lanes;
* Coordinate with outreach leads at other governmental agencies to promote CEC initiatives and programs;
* Foster an environment of dynamic learning and collaboration for the outreach team.
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| Minimum Qualification Requirements1. A baccalaureate degree from an accredited college and four years of satisfactory full-time experience related to projects and policies required by the particular position; or2. Education and/or experience which is equivalent to "1" above. |
| Preferred SkillsThe preferred candidate should possess the following: * Interest in inclusive civic life, voting rights and education, volunteerism and community service, policy advocacy, and language access;
* Experience with community members, specific populations who are underrepresented, community boards, and local elected officials;
* Experience working with VAN and targeted voter outreach campaigns skilled in or willing to do in-person canvassing;
* Keen attention to detail, is flexible, approaches operational challenges creatively, and an enthusiastic work ethic;
* Demonstrated excellence in voter engagement and mobilization at the individual, community, and organizational levels;
* Evidenced ability to manage staff by setting ambitious yet achievable goals, objectives, and outcomes for team members and team overall;
* Commitment to using data to inform continuous improvement and decision-making;
* Highly ambitious in pursuit of growth and achieving excellence;
* Results-driven and self-motivated;
* Familiar with restorative approaches to interpersonal and structural conflict;
* Strong written and verbal communication skills, experience in delivering presentations to a variety of audiences;
* Skilled in or willing to learn digital organizing and communication;
* Advanced knowledge of Microsoft Excel, PowerPoint, and other MS Office applications;
* Additional language skills preferred.
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| To ApplyFor City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID # 519823For all other applicants, please go to [www.nyc.gov/jobs/search](file:///C%3A%5CUsers%5Csabramson%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5Csabramson%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CIQBM6U0P%5Cwww.nyc.gov%5Cjobs%5Csearch) and search for Job ID # 519823**\* Interested applicants with other civil service titles who meet the preferred requirements should also submit a resume for consideration**SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEWAPPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL**COVID-19: As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.** |
| **Posting Date:**  | **Post Until:** Filled |

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