

CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$54,100* - (Non-City minimum)</u> <u>\$62,215** - (City minimum)</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Government Affairs Officer/ Legislative Analyst</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Direct Services/ Senior Employment</u>		

Additional Information:

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 NYC Department for the Aging.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

New York City is home to approximately 1.64 million older adults, and the Department for the Aging (DFTA) is committed to helping them age in their homes and communities. The mission of DFTA is to eliminate ageism and ensure the dignity and quality of life of diverse older adults. DFTA also works to support caregivers through service, advocacy, and education.

DFTA seeks a dynamic, motivated, and detail-oriented individual to serve as Special Assistant to the Department's government affairs work and strategies. Under the supervision of the Director of Government Affairs, the Special Assistant is responsible for supporting the advancement of DFTA's outreach efforts, intergovernmental endeavors, and awareness campaigns. In addition, responsibilities will include:

- Attend various intergovernmental and community meetings to represent the Department; represent DFTA and promote its programs, services, and initiatives.
- Provide support to the Director of Government Affairs including tracking legislation, reviewing and analyzing bills, preparing testimony, and other support as necessary.
- Establish and maintain relationships with elected officials, community leaders, and service providers.
- Represent DFTA at Community- and Borough- Board meetings, resource fairs and tabling events as required.
- Lead or participate in various presentations, events, and special projects on behalf of the Department.
- Work closely with the DFTA's Bureaus and Units on outreach strategies, awareness campaigns, and other initiatives focused on the aging community.
- Help to prepare for annual Borough Budget Consultations and Public Hearings on DFTA's Annual Plan Summary.
- Maintain a current and comprehensive understanding of aging services and issues in New York City.
- Perform other related and necessary tasks as needed.

***Non-City rate (Non-City candidates & candidates with less than 2 years of City Service)**

****City incumbent rate (Candidates with 2 or more active years of City Service)**

Minimum Qualifications:

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;
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 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:

- Superior communication skills and strong passion for intergovernmental and external relations.
- Strategic thinker with great judgment and discretion.
- Ability to engage with the public in a professional manner.
- Strong organizational skills, and problem-solving abilities.
- Ability to adapt to a fast-paced, deadline-oriented environment.
- Working knowledge of New York City and State government structure – preferred.
- Ability to work overtime and flexible hours including holidays, evenings, and weekends.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

Please be sure to submit a resume & cover letter when applying.

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>

Click on Recruiting Activities/Careers and Search for Job ID#: 533510

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#: 533510

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **August 19, 2022**

Post Until: **Filled**

JVN No. **125-23-08 CW**