



Landmarks Preservation Commission

Sarah Carroll
Chair

Job Vacancy Notice #136-2022-485647

Civil Service Title: Community Assistant	Agency Title: Grant Program Assistant
Title Code No. 56056	Salary: Hourly: Min: \$17.80/hr - \$20.2064/hr Funding Source: Community Development Block Grant
Location: 1 Centre Street, 9th Floor North, New York, NY 10007	Schedule: Part-Time/4 days (28 hours) per week
Post Date: October 11, 2011	Post Until: Filled

The Agency

The Landmarks Preservation Commission (LPC) is the largest municipal preservation agency in the nation. It is responsible for protecting New York City's architecturally, historically, and culturally significant buildings and sites by granting them landmark or historic district status and regulating them after designation. The agency is comprised of a panel of 11 commissioners who are appointed by the Mayor and supported by a staff of approximately 80 preservationists, researchers, architects, historians, attorneys, archaeologists, and administrative employees. There are more than 37,500 designated buildings and sites in New York City, most of which are located in 152 historic districts across in all five boroughs.

Working at the Landmarks Preservation Commission provides a great opportunity to cultivate intellectual inspiration and professional development.

The Team

You will be working with LPC's Historic Preservation Grant Program (HPGP), which awards grants primarily for façade restoration to not-for-profit organizations and income-eligible owners of buildings located in historic districts or are designated individual landmarks. The grants are funded through the U.S. Department of Housing and Urban Development's Community Development Block Grant Program (CDBG).

Your Impact

As the Grant Program Assistant, you will help administer grants targeted for low and moderate-income homeowners and 501(c)(3) not-for-profit organizations to help restore or repair the facades of their landmarked buildings.

Your Responsibilities

Under the supervision of the Grant Program Administrator and Coordinator, the Grant Program Assistant will be responsible for:

- Assisting with review of grant applications from homeowners and nonprofit organizations
- Conducting site visits to grantee projects with program staff
- Gathering, tracking, and analyzing data on low- and moderate-income neighborhoods/historic districts in New York City
- Conducting research on Community Development – eligible census tracts within historic districts in New York City

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- Assisting with the development of a targeted outreach plan based on data analysis
- Retrieving current and archival information from LPC's files
- Assisting with other program tasks as needed

Qualification Requirements

1. There are no formal education or experience requirements for this position. However, the ability to understand and carry out simple instructions is required.
2. Candidates must be able to understand and be understood in English.

Preferred Skills

The ideal candidate would have:

- Some experience or interest in historic preservation, urban planning, research, grants administration, community outreach, statistics, GIS or a related field.
- Excellent communication skills and a collaborative approach
- Excellent research and data analysis skills
- Proficiency in graphic design, Microsoft Excel and PowerPoint
- The ability to learn quickly and work independently

How to Apply

Please submit resume and cover letter to: NYC Careers at <https://a127-jobs.nyc.gov/>

Current City employees must apply through Employee Self Service (ESS) at <http://cityshare.nycnet/ess> , under Recruiting Activities/Careers/136-2022-485647

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.

Please Note

The Landmarks Preservation Commission will only respond to qualified candidates. While we appreciate every applicant's interest, only those under consideration will be contacted.

If you were educated in a foreign school, you must be able to submit an evaluation of your foreign education from an approved organization.

Final appointment is subject to approval by the Office of Management and Budget.

The Landmarks Preservation Commission is an Equal Opportunity Employer. Our diversity and inclusion mission is to attract, retain, and engage a diverse workforce comprised of talented people. LPC employees can expect to work as part of a highly engaged, passionate, and inclusive workforce where everyone's contributions are valued, respected, and make an impact on one of the best and most diverse cities in the world!