

MANHATTAN BOROUGH PRESIDENT'S OFFICE

Office Title: Community Liaison	Level: N/A
Division/Work Unit: Community Affairs	Salary Range: \$42,000 - \$51,000
Work Hours: Varies	Work Location: One Centre Street, NY, NY

JOB DESCRIPTION

Manhattan Borough President Gale Brewer seeks a **Community Liaison** to be part of her collaborative, energetic, and innovative team. The prospective staff member must be committed to seeking out new and better ways for the office to connect with, and deliver for, Manhattan's diverse neighborhoods, communities, and constituents. The Community Liaison would represent the Borough President's office in Community Boards 1 & 2 and work under the supervision of the Director of Community Affairs and the Deputy Borough President

Specific responsibilities include but are not limited to:

- Serve as the Borough President's primary representative for Manhattan Community Boards 1 & 2;
- Assist staff at events throughout the two districts and represent the Borough President at community meetings;
- Maintain relationships with district stakeholders including community boards, block associations, tenant associations, non-profit organizations, business improvements districts (BID) and schools;
- Identify new/emerging community groups with which to build relationships with on behalf of the Borough President;
- Identify emerging community issues and help guide the office's response;
- Conduct community outreach around office initiatives, events and press conferences;
- Maintain contact with the offices of local elected officials representing Community Boards 1 & 2;
- Serve as a point person for the Borough President's Community Board, BID and Community Education Council (CEC) appointees within the districts;
- Help facilitate the community board appointment process including outreach and recruitment for community board applicants;
- Assist constituents with individual concerns including housing, health care, social service and education issues;
- Assist with planning and implementation of town hall meetings and other office-sponsored forums
- Draft testimony, correspondence, briefings, and talking points for elected official and senior staff.

MINIMUM QUALIFICATIONS

1. A baccalaureate degree from an accredited college or university and one (1) year of satisfactory, full-time administrative experience in the field of social work, community organization work, or work in a related field; or
2. Graduation from a senior high school or its equivalent and five (5) years of satisfactory, full-time administrative experience, including one (1) year in community organization work or in a related responsible community activity; or
3. A satisfactory equivalent.

PREFERRED KNOWLEDGE, ABILITIES OR SKILLS

- Baccalaureate Degree
- At least two years of public service experience strongly preferred, i.e. community organizing, campaign, government, or non-profit work experience
- Familiarity with the issues facing Manhattan communities including some knowledge of the areas included in Community Boards 1&2
- Strong organizational skills including the ability to prioritize, meet deadlines and maintain consistent attention to details;
- Outstanding communication, interpersonal and organizational skills;
- Excellent written and public speaking abilities;
- Flexibility with regard to work hours, must be available to work nights and weekends.
- Ability to work well under pressure.
- Bilingual (Spanish or Mandarin)

TO APPLY

Interested candidates should complete the following two requests:

1. Email a cover letter and resume in a word or PDF document to: resumes@manhattanbp.nyc.gov with “**Community Liaison**” in the subject line, **AND**
2. **Non-City Employees:** Apply to position on the NYC Careers website click, <https://a127-jobs.nyc.gov> and search for Job ID# 272001
City Employees: Apply via Employee Self-Service (ESS). Click on recruiting Activities>Careers and search for Job ID# 272001

Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

The Office of the Manhattan Borough President is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, gay/lesbian/bisexual/transgender people, people with disabilities, and veterans are encouraged to apply.

New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for two (2) continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

The City of New York is an Equal Employment Opportunity Employer