



## OFFICE OF THE BROOKLYN BOROUGH PRESIDENT JOB VACANCY NOTICE

**Office Title:** Digital Media Coordinator

**Salary:** \$50,362 - New City Employees  
\$57,916 – Incumbents with 2 years

**Civil Service Title:** Community Coordinator

**Title Code:** 56058

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Seeking a highly-motivated and creative individual to serve as its Digital Media Coordinator within the Communications Department. Candidates must have significant experience in social media and CMS management and be easily adaptable to new technology, as well as have a track record of maintaining and updating websites. Website design and development will be favored in this search, as will those possessing creative writing and graphic abilities.

Candidates must possess the following experience:

- Linux server management – Ability to maintain and troubleshoot server, keep programs like Apache, PHP and MySQL up-to-date, perform back-ups;
- WordPress administration – Ability to upgrade WordPress, templates and plugins and being able to troubleshoot if problems occur, understand inner working of WP and its components, create simple plugins;
- PHP programming knowledge;
- HTML and CSS knowledge;
- Beneficial: CloudFlare knowledge;
- Proficiency in Facebook, Twitter, Instagram, and emerging social media platforms, including management platforms.

NYC residency required. Must be available to work evenings and weekends.

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### **Qualifications:**

- Strong command of social media arena
- BA/BS degree
- Excellent writing skills a must
- Excellent communication, interpersonal, and research skills
- Extremely organized – strict adherence to deadlines

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To apply, please submit your resume to: Office of the Brooklyn Borough President  
Human Resources Division  
209 Joralemon Street – Room G-20  
Brooklyn, New York 11201  
Or Email: [nycpoliticaljob@gmail.com](mailto:nycpoliticaljob@gmail.com)

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**Post Date:** March 29, 2018

**Post Until:** Until Filled

**JVN #:** 012-18-003 (Revised)

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**The Office of the Brooklyn Borough President is an Equal Opportunity Employer**