



## JOB VACANCY NOTICE

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**Office Title:** Partnership Associate

**Salary:** \$54,100- New City Employees  
\$62,215- 2 years of city service

**Civil Service Title:** Community Coordinator

**Title Code & Schedule:** 56058 – Full Time

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The Brooklyn Borough President Partnership office seeks an initiative-taking professional to serve as the Partnerships Associate who will report to the Director of Partnerships. The primary role is to identify and source potential partners to advance the office goals and mission and is also responsible for managing and building relationships between the Brooklyn Borough President's office and potential partners in accordance with the Borough President's values, objectives, and vision. In collaboration with the Director of Partnerships, the candidate will help create pipelines to find new partners and use predetermined metrics to maximize collaboration with partners. The Partnership Associate will be responsible for the following:

- Assisting the Director with the strategic development, implementation, and management of new and existing partnerships.
- Developing new processes in line with the partnerships and programs.
- Have a general understanding of funding streams and processes, including research for new partners, grant applications, and partner correspondence.
- Occasionally attends partner meetings with Director and assists with contact reports.
- Actively involved in internal meetings to assist with strategizing the extent of partnerships with prospective partners.
- Support the growth and management of partnerships portfolio.
- Corresponds with partners to ensure their branding artwork is received in a timely fashion for marketing materials and ensuring partner recognition.
- Performs other duties such as manual labor.
- Must be flexible to work nights and/or weekends, as necessary.

### **Minimum Qualifications Requirements**

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; or
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 as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least two years of experience as described in "1" above.

## **Preferred Skills**

- Strong knowledge of Microsoft Office (Word, Outlook, Excel, PowerPoint); and familiarity with Customer Relationship Management software.
- Ability to work well under pressure and prioritize tasks, as necessary.
- Strong strategic, analytical, project management, presentation, marketing, and creative skills.
- Strong interpersonal, written, and verbal communication skills.
- Proven ability to work without supervision and enthusiastic about networking.
- Excellent organizational skills and effective time management.
- A strong assurance of the values and vision articulated by Brooklyn Borough President Antonio Reynoso.

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**To apply:** Submit a resume, cover letter, and the contact information for three professional references to [BKBPHR@brooklynbp.nyc.gov](mailto:BKBPHR@brooklynbp.nyc.gov) subject line “Partnerships Associate.” Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

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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. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to apply for a job because of your disability. You can request reasonable accommodations from the EEO office at [BKBPEEO@brooklynbp.nyc.gov](mailto:BKBPEEO@brooklynbp.nyc.gov).

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 deemed to be in compliance with the residency requirement if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

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. This requirement must be met by your date of hire unless a reasonable accommodation for exemption is received and approved by the hiring agency.

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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. Please review the notice to see if you may be eligible for programs and how to apply at [Public Service Loan Forgiveness | Federal Student Aid](#).

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**Post Date:** April 27, 2022

**Post Until:** Until Filled

**JVN #:** 012-22-010

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