



## JOB VACANCY NOTICE

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**Office Title:** Director of Community Affairs

**Salary:** \$ 90,000 - \$100,000

**Civil Service Title:** Assistant to the President

**Title Code & Schedule:** 13210– Full Time

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The Community Affairs team plays a crucial role in ensuring the Brooklyn Borough President's Office is present on the ground throughout Brooklyn neighborhoods and communities while being responsive to the needs that the community raises. The position will build and maintain relationships with government agencies, community boards, non-profit organizations, elected officials, faith congregations, and community leaders in accordance with the values and objectives of the Brooklyn Borough President. The Director of Community Affairs reports to the Deputy Chief of Staff and is responsible for supervising, planning, and developing strategies and priorities for the Community Affairs unit. The ideal candidate should enjoy working with people and be very outgoing. As well as have exceptional oral and written communication skills while demonstrating the ability to tactfully foster and maintain positive working relationships when dealing with the public. This is primarily a forward-facing community position, and the candidate will need to have a flexible schedule and be able to work nights, holidays, and weekends as necessary. The duties of the Director of Community Affairs include, but are not limited to the following:

- Manage day-to-day operations of the department including delegating projects and events as well as tracking the volume and progress of the department's workload.
- Interview, hire, train, supervise as well as design team workflows, staffing plans, and critical objectives for team members to achieve outlined strategic goals.
- Developing and maintaining partnerships with elected officials' community leaders, block/residential associations, community stakeholders, city/state/federal government agencies, and members of the public.
- Ability to multi-task and work independently in addition to working in collaboration with colleagues.
- Coordinate event logistics, locations, materials, and staffing with Community Affairs team.
- Attend events, community board, precinct council, district cabinet, and local meetings on behalf of the Borough President.
- Plan, organize, and implement events to advance the mission, interest, and goals of the Brooklyn Borough President's Office.
- Research and identify appropriate events to strengthen community relationships and conduct meaningful and intentional outreach activities, including but not limited to, parades, holiday events, block parties, marches, tabling, schools, faith-based events, and others as assigned by the Deputy Chief of Staff.

- Report information about community issues, preferences, and needs with key internal stakeholders and leaders, along with recommendations for needed changes.
- Prepare reports and maintain necessary records related to community relations activities
- Work on special projects as needed.

### **Minimum Qualifications Requirements**

Bachelor's degree in public or business administration, urban planning, social work, or a related field with at least five years of Communications, Community Engagement, Public Relations, or equivalent experience. Three years of which must have been in a managerial, executive, or supervisory capacity.

### **Preferred Skills**

- Strong interpersonal skills with the ability to establish and maintain excellent relationships with others.
- Excellent public speaking skills with the capacity to serve as a spokesperson at events on behalf of the Brooklyn Borough President.
- Demonstrated ability to work and communicate effectively with people of diverse ethnic, economic, racial, and cultural backgrounds.
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- Must have the ability to work independently and collaboratively.
- Excellent organizational skills and effective time management.
- In addition to English, fluency in a foreign language including Spanish, Mandarin Chinese, Cantonese, Russian, Korean, Haitian Creole, Arabic, Bengali, Hindi, Urdu, Yiddish, or Hebrew is a plus.
- Proficiency in using various Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook; and familiarity with virtual platforms (e.g., WebEx, Zoom, and Microsoft Team).
- Highly motivated and self-directed; capable of seeing projects through from beginning to end.

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**To apply:** Submit a resume, cover letter, and contact information for three professional references to [BKBPHR@brooklynbp.nyc.gov](mailto:BKBPHR@brooklynbp.nyc.gov) subject line "Director of Community Affairs" 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:** October 6, 2022

**Post Until:** Until Filled

**JVN #:** 012-22-015

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