



JOB VACANCY NOTICE

Office Title: Program Events Coordinator

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

Civil Service Title: Community Coordinator

Title Code & Schedule: 56058 – Full Time

The Programs Department plans, develops, organizes, and manages special projects and events throughout the year for the Brooklyn Borough President's Office (BBP). The department organizes and collaborates with numerous organizations on a wide array of diverse and multicultural events focused on diversity, heritage, health and wellness, youth, seniors, sports, arts, climate, education, and civic engagement, which serves the needs of residents and visitors alike.

The BBP office is seeking a detail-oriented, organized, creative, and self-starter with excellent communication, planning and customer service skills to serve as its Programs Events Coordinator. The coordinator will be part of a central team in charge of directing the agency's events. Under the direct supervision of the Director of Programs the coordinator will work with governmental agencies, non-profit organizations; educational institutions; staff; and volunteers. The candidate is expected to exercise independent judgment in planning work details and making technical determinations. The position will interact with both the public and elected officials and must have a strong commitment to the values and vision articulated by the Brooklyn Borough President. The candidate must be flexible to work nights and weekends and will perform a wide range of tasks including, but not limited to:

- Plans, organizes, coordinates, and facilitates assigned events.
- Responsible for logistical and operational tasks related to planning special events at the BBP office.
- Can makes independent decisions supported by supervisors within assigned areas of responsibility.
- Serves as liaison with vendors on event-related matters and maintains direct contact with personnel from various outside organizations.
- Develop weekly status reports, department presentations and use workplan, check lists, and other tools to guide the programming timelines.
- Identify and coordinate with appropriate vendors regarding various aspects of an event, including food, venue set up, etc.
- Manage events calendar, guest list, and contact and reconcile all event registration, attendance, and post-event analysis.
- Shares insights and ideas on how to do things differently and design and implement new methods of executing events.
- Actively performs research and provides recommendations on potential programs and best practices that align with BP goals and policies.
- Partner with the Communications team to ensure all marketing needs are executed for relevant events and projects.
- Work collaboratively with General Counsel and Partnership departments on event-related projects.
- May perform other duties as assigned.

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 three 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

- At least 2-year experience in event/program planning.
- Event planning and or event coordination and research experience.
- Strong interpersonal skills and ability to interact with guests and to create a warm and welcoming environment are required.
- Ability to work independently and collaboratively.
- Organized, detail-oriented, works well under pressure and able to multi-task and prioritize tasks as necessary.
- Valid New York State Driver’s license.
- Proficiency in using various Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook; 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.
- 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.

To apply: Submit a resume, and cover letter to BKBPHR@brooklynbp.nyc.gov subject line “Program Events Coordinator” Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

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.

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.

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](#).

Post Date: January 27, 2023

Post Until: Until Filled

JVN #: 012-23-001
