

**City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Posting Notice**

Civil Service Title: Community Associate	Level: 00
Title Code No: 56057	Salary: \$41,887.00 ~ \$48,170.00
Title Classification: Non-Competitive	Frequency: Annually
Business Title: Citywide Inclusive Recruitment Associate	Work Location: 1 Centre St., N.Y.
Division/Work Unit: Citywide Equity & Inclusion	Number of Positions: 1
Job ID: 607321	Hours/Shift: Day

Job Description

DCAS's mission is to make city government work for all New Yorkers. From managing New York City's most iconic courthouses and municipal buildings, to purchasing over \$1 billion annually in goods and services for more than 80 City agencies — what we do ensures that all agencies can deliver on their mission. Our reach touches every facet of city government and is instrumental to the successful day-to-day operations of the City of New York.

Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the critical resources and support needed to succeed, including:

- Recruiting, hiring, and training City employees.
- Managing 55 public buildings.
- Acquiring, selling, and leasing City property.
- Purchasing over \$1 billion in goods and services for City agencies.
- Overseeing the greenest municipal vehicle fleet in the country.
- Leading the City's efforts to reduce carbon emissions from government operations.

When you work at DCAS, you're not just working for one agency, but in service of them all. It's an opportunity to provide impactful support, quality customer service, and help protect the future of New York City for generations to come. Visit our website at nyc.gov/dcas to learn more about the work we do.

Citywide Equity and Inclusion (CEI) plays a vital role in ensuring an equitable work environment for all City employees by fostering the City of New York's global leadership in equitable, diverse and inclusive employment practices. CEI provides best practice guidance to over 80 city government agencies (mayoral and non-mayoral) on the proper and consistent implementation of the City's EEO Policy and other related non-discriminatory policies and procedures. CEI also designs and implements citywide diversity and inclusion programs, initiatives and trainings that align with and operationalize legal mandates, such as the annual citywide sexual harassment training. CEI develops and collaborates on strategies that fulfill the City's EEO reporting mandates as well as equity and inclusion initiatives that drive the development, engagement, retention, and advancement of a diverse and inclusive workforce.

CEI's Office of Citywide Recruitment conducts extensive outreach to educate the public and current city employees on Civil Service career opportunities, advises agencies on large scale recruitment strategies, and manages the New York State 55-a Program, a diversity and inclusion program that allows qualified individuals with disabilities to be hired into competitive class positions without the need to take and pass a civil service exam. CEI aims to increase the number of persons with disabilities employed throughout City government; increase agencies' awareness and use of the 55-a Program and educate job seekers about the program.

The Citywide Inclusive Recruitment Associate will:

- Perform core administrative tasks including data entry, drafting and proofreading correspondence, organizing and maintaining files, answering phone and email inquiries, and preparing and managing spreadsheets.
- Assist the office in developing and implementing strategic outreach plans and best practices for engaging diverse candidates.
- Assist with the coordination of Citywide recruitment events and workshops.
- Attend and participate in job fairs and recruitment events virtually and across all five boroughs.
- Research and propose various recruitment methods and strategies based on the hiring needs of the city.
- Review and screen resumes collected from recruitment events based on set criteria and update résumé database

- Perform outreach to job seekers to promote City jobs and recruitment events and track all correspondence
- Draft and issue job fair events-related surveys, analyze data and report findings.

Minimum Qualifications Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

Preferred Skills

- Demonstrated background in project management, community outreach, recruitment, and the ability to drive programs that support the City's workforce diversity, equity, and inclusion initiatives.
- Strong public-speaking skills - candidate should be comfortable delivering presentations to different size groups in various capacities.
- Experience working collaboratively in small teams and can simultaneously handle multiple priorities under tight deadlines.
- Excellent statistical and quantitative analysis skills.
- Experience developing and implementing diversity, equity, and inclusion initiatives.
- Ability to build and maintain positive relationships internally and externally.
- High level of initiative and motivation with the ability to effectively present and communicate goals and vision, through written as well as verbal communication.
- Proficiency in Microsoft Office Programs such as Word, PowerPoint and Excel.
- Valid NY State Driver's License.
- Strong attention to detail.
- Strong desire to work with diverse groups of people.

Public Service Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at <https://studentaid.gov/pslf/>.

Additional Information

This position may be eligible for remote work up to two days per week, pursuant to the Remote Work Pilot Program agreed to between the City and DC37.

To Apply

Please go to www.nyc.gov/careers and search for Job ID #. 607321

For current City employees please go to www.nyc.gov/ess and log into Employee Self Service.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

The City of New York is an Equal Opportunity Employer