



NYC Job Posting ID # 492808

Immigrant Affairs Community Liaison Immigrant Affairs Unit

RICHMOND COUNTY DISTRICT ATTORNEY

The men and women of the Richmond County District Attorney's (RCDA) office work each day in partnership with Law Enforcement and the people of Staten Island to pursue justice for victims of crime, to prevent crime in all its forms, and to promote the safety and wellbeing of all citizens of our Borough.

THE BUREAU

The Immigrant Affairs Unit strengthens relationships between law enforcement and the Staten Island Immigrant community and communicates and promotes initiatives that protect public safety and prevent crime.

THE ROLE

The Richmond County District Attorney's Office has an opening for a Community Liaison for its Immigrant Affairs Unit (IAU). Under the direct supervision of the Director of the Immigrant Affairs Unit, the primary responsibilities of the position include, but are not limited to:

- Assist with developing and delivering presentations and initiatives that address and raise awareness on U visas, immigration service fraud, wage theft, and other schemes and crimes that target the Staten Island Immigrant population.
- Collaborates on a regular basis with NYPD, government agencies, elected officials and other stakeholders for the purpose of building effective communication and enhancing relationships. Including participation in numerous Task Forces: Protecting Immigrant New Yorkers (PINY), District Attorney League of Immigrant Affairs (DALIA) Task Force, Staten Island Immigrant Council and NYPD Immigrant Task Force.
- Regularly attends and represents the agency at community meetings and other events as it relates to the scope of the Immigrant Affairs Unit and RCDA initiatives (this includes meetings on nights and weekends).
- Brings information and feedback from the community to the office to inform policy and program development and implementation.
- Assist the Chief Diversity Officer to assess the diversity, equity and inclusion needs of RCDA by working collaboratively with the District Attorney, management, human resources, and staff.
- Attend, participate in, and represent RCDA at relevant Diversity, Equity and Inclusion conferences, meetings, and other programs to develop and implement best practices and trends.
- Other duties as assigned.

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

PREFERRED SKILLS

- A baccalaureate degree from an accredited college and two (2) to eight (8) years of experience in community organizing or community relations on Staten Island.
- Excellent organizational, writing and communication skills.
- Experience in intergovernmental project management with the ability to develop and foster responsive relationships between the local community officials and law enforcement agencies.
- Flexible schedule to attend evening and weekend events.
- Exceptional time management skills with attention to detail and ability to prioritize.
- Proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint).
- Strong work ethic, self-starter, attention to detail, and ability to complete tasks in a timely fashion with limited supervision.
- Bilingual speaking abilities preferred, but not required.

CIVIL SERVICE TITLE: **Community Coordinator**

SALARY RANGE: **\$54,100 - \$70,000 annually** Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: Until filled

TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS WEBSITE

City Employees – Click [here](#) and log in to ESS.

Non-City Employees – Go to <https://a127-jobs.nyc.gov/>

- Search for job ID number: **492808**
- Click on the job business title: **Immigrant Affairs Community Liaison**
- Click on "Apply Now" at the bottom of the posting

Please be advised only candidates under consideration will be contacted.

The candidate selected for this position must be a resident of the City of New York or become a resident within 90 days of appointment.

Authorization to work in the United States is required for this position.

Sponsorship is not available for this position.

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. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Nothing can provide a higher level of protection against COVID-19 or do more to speed the City's recovery than vaccination, which is safe and lifesaving. Convenient and community-based vaccination sites can be found via nyc.gov/vaccinefinder or by calling 877-VAX-4-NYC.

THE RICHMOND COUNTY DISTRICT ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS