



NYC Job Posting ID # 569365

## Community Liaison (Part-Time) Community Partnership 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 well-being of all citizens of our Borough.

### **THE BUREAU**

Community Partnership Unit strengthens relationships between law enforcement and the communities across Staten Island by developing, communicating, and promoting initiatives that protect public safety and prevent crime.

### **THE ROLE**

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

- Develops and delivers presentations and initiatives that address and raise awareness on issues including the drug epidemic, gun violence, domestic violence, identity theft and scams, animal abuse, mental health and homelessness, and other pressing public safety issues.
- Collaborates on a regular basis with the NYPD, government agencies, elected officials and other stakeholders for the purpose of building effective communication, enhancing relationships and promoting a positive public image.
- Regularly attends and represents the agency at community meetings and other events as it relates to the scope of Community Partnership Unit and RCDA initiatives (this includes meetings on nights and weekends).
- Synthesizes information and feedback from the community and brings it to the office to inform policy and program development and implementation.
- Utilizes internet, technology, social media, and publications to research issues affecting the borough of Staten Island
- Analyzes data and complex information to prepare clear, concise, and accurate reports, correspondence, records, and other written materials.
- 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 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).
- Experience utilizing social media platforms including Twitter, Facebook, and Instagram
- 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 Assistant**

**SALARY RANGE: \$15.00 - \$20.00 per hour**, Commensurate with experience

**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: 569365
- Click on the job business title: **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](https://nyc.gov/vaccinefinder) or by calling 877-VAX-4-NYC.

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.