



**OFFICE OF THE DISTRICT ATTORNEY**  
**Bronx County**

**Darcel D. Clark – District Attorney**  
**JOB VACANCY NOTICE**

**CIVIL SERVICE TITLE:** Community Associate  
**FUNCTIONAL TITLE:** Program Coordinator  
**TITLE CODE NO:** 56057  
**BUREAU/WORK UNIT:** Community Affairs Unit  
**WORK LOCATION:** 198 E 161<sup>st</sup> Street

**LEVEL:** N/A  
**HIRING RATE:** \$37,144  
**SHIFT:** Varies  
**NUMBER OF POSITIONS:** 1

**ABOUT THE PROGRAM:**

CONCEPT (Creating Opportunities Necessary to Create Empowered Positive Teens) is a comprehensive, crime-preventative curriculum that offers pre-adolescent children the opportunity to learn essential skills that will help them achieve the following objectives: attain and maintain positive relationships with peers and authority figures, develop a realistic view of crime, and make better decisions. As a component of the academic schedule of the school, the program operates one day a week from twelve to twenty-six weeks. The coordinator will be in as many as 3-5 schools/locations per week. Throughout the course, students receive classroom instruction, acquire academic enrichment and participate in diverse-learning activities.

**ESSENTIAL FUNCTIONS:**

1. Excellent interpersonal and communication skills
2. Ability to manage time effectively
3. Strong organizational skills
4. Proficient in Microsoft Office Suite (PowerPoint, Word, Excel), Prezi
5. Ability to research current events and trends for use in curriculum and workshop presentations

**JOB RESPONSIBILITIES:**

Specific duties will include, but are not limited to the following:

- Facilitate the CONCEPT program at public and parochial schools
- Research CONCEPT curriculum items
- Administer CONCEPT supplemental programming for parents, educators, and community groups
- Responsible for outreach to schools and community based organizations
- Responsible for the data analysis of pre and post tests administered during the CONCEPT program
- Assist with general Community Affairs activities
- Perform all other duties as assigned

**Note:** Due to the necessary service needs of this position, the incumbent will be required to work a flexible schedule, including occasional nights and weekends.

**PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:**

- A baccalaureate degree preferred or a High School diploma and experience involving community-centered activities.
- Experience working with middle school students
- Ability to work under pressure in a fast paced environment
- Bilingual preferred
- Driver's license with a minimum of two (2) years driving experience preferred

*To apply, please submit your resume/cover letter to the following address. Please include the Job Vacancy Number (JVN):*

**Email:** [BxDAHR@bronxda.nyc.gov](mailto:BxDAHR@bronxda.nyc.gov)

*Or, mail to:*

**Abigayle Erickson**

**Human Resources Unit**

**Office of the Bronx District Attorney**

**198 E 161<sup>st</sup> Street, 4<sup>th</sup> Floor, Bronx, NY 10451**

*Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted. Submission of application is not a guarantee that you will receive an interview.*

**POST DATE:** 06/27/2016

**POST UNTIL:** Filled

**JVN:** 902-16-1251

*The Office of the Bronx District Attorney is an Equal Opportunity Employer **Committed to Diversity***