



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

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

<b>CIVIL SERVICE TITLE:</b> Community Associate	<b>LEVEL:</b> N/A
<b>FUNCTIONAL TITLE:</b> Community Engagement Coordinator	
<b>TITLE CODE NO:</b> 56057	<b>HIRING RATE:</b> \$50,000
<b>BUREAU/WORK UNIT:</b> Community Affairs Unit	<b>SHIFT:</b> Varies
<b>WORK LOCATION:</b> 198 E 161 <sup>st</sup> St	<b>NUMBER OF POSITIONS:</b> 1

**JOB SUMMARY:**

Serve as a liaison to the community on behalf of the District Attorney by coordinating, scheduling and participating in a variety of outreach activities including community meetings, special interest outreach and other public engagement activities.

**ESSENTIAL FUNCTIONS:**

1. Excellent interpersonal and communication skills
2. Ability to manage time effectively
3. Ability to work under pressure
4. Strong organizational skills
5. Proficient in Microsoft Office Suite (PowerPoint, Word, Publisher), Prezi, Adobe Pro

**JOB RESPONSIBILITIES:**

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

- Coordinate, promote and schedule groups for the Adult Workshop Series.
- Work directly with critical community initiatives such as Drug Free Coalitions, Gun Buy Backs, City Agency Task Forces, Take Your Child to Work, National Night Out, as well as other pertinent programs.
- Prepare for the above events by attending meetings, maintaining inventory and securing space and speakers when appropriate.
- Interface with appropriate speakers to confirm participation in workshops.
- Coordinate and execute special events and initiatives.
- Assist with special events and projects as designated by the Director.

**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 and 5 years of experience working in community relations, public affairs or a related field OR a high school diploma and 10 years' experience working in community relations, public affairs or a related field.**
- 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:** 902-16-1252

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