

# THE COUNCIL OF THE CITY OF NEW YORK

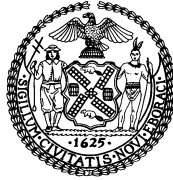
## DISTRICT OFFICES

751 W 183<sup>RD</sup> STREET  
NEW YORK, NY 10033  
212.928.1322 (PHONE)  
212.928.4177 (FAX)

425 W 144<sup>TH</sup> STREET  
NEW YORK, NEW YORK 10031  
212.234.0551 (PHONE)  
212.234.0552 (FAX)

## CITY HALL OFFICE

250 BROADWAY, ROOM 1747  
NEW YORK, NY 10007  
212.788.7007 (PHONE)  
212.788.9190 (FAX)



**ROBERT JACKSON**  
COUNCILMEMBER, 7<sup>TH</sup> DISTRICT

CHAIR  
EDUCATION

CO-CHAIR  
BLACK, LATINO & ASIAN CAUCUS

---

## COMMITTEES:

CONTRACTS  
FINANCE  
HOUSING & BUILDINGS  
LAND USE – ZONING & FRANCHISES  
RULES, PRIVILEGES & ELECTIONS  
SANITATION & SOLID WASTE  
MANAGEMENT

## **Job Posting for Director of Community Affairs**

New York City Councilmember Robert Jackson, representing the 7<sup>th</sup> Councilmanic district is seeking to immediately fill a managerial position of **Director of Community Affairs**. Responsibilities will include overseeing the operations of two small community offices; collaborating with community, clergy, government and business leaders in a highly charged political atmosphere with the end purpose of delivering services to Northern Manhattan residents; represent the Councilmember at events and meetings; support community office staff in efficiently meeting the needs of constituents; and other administrative duties.

Ideal candidate should meet the following requirements:

Bachelor's Degree (Master's Degree preferred); excellent writing and computer skills; bilingual skills (English & Spanish) are strongly preferred; at least three (3) years of supervisory experience; a minimum of one year of previous experience serving in a managerial position; experience working with the public sector or in government agency preferred; must have working knowledge of government affairs, city agencies and community organizations (preferably in Northern Manhattan); a valid driver's license and willingness to drive and travel locally.

Salary is commensurate with experience. Medical and other benefits offered as a managerial employee of New York City. New York City Council is an equal opportunity employer.

All interested candidates should email resumes with cover letters detailing salary requirements to [Jackson.nycc@gmail.com](mailto:Jackson.nycc@gmail.com). Subject line on email must read: "Director of community Affairs". Deadline to submit all inquiries is February 10<sup>th</sup>, 2012.