



Job Opening

****This is a temporary position anticipated for two (2) years with benefits****

Job Posting: Dec. 27, 2018

Application Deadline: Jan. 25, 2019

JOB TITLE: Amazon Community Liaison

LOCATION: NYC

DEPARTMENT: Real Estate Dev. & Planning/Community Relations

BASIC FUNCTION: Manage community relations and outreach for Amazon LIC project.

WORK PERFORMED:

- Manage relationships with Queens Community Boards 1 & 2, elected and appointed officials, community organizations and other stakeholders involved in the Amazon LIC project; build community and stakeholder support.
- Represent ESD at community events and meetings including but not limited to Community Advisory Committee and subcommittee meetings, Community Board meetings, public meetings and town halls, rallies and agency-sponsored forums.
- Help develop and implement community outreach strategy for Amazon LIC project.
- Coordinate with community outreach colleagues at NYCEDC, Amazon and other partner organizations.
- Monitor issues of concern and relevance to communities in the project area and assist in finding solutions.
- Prepare project briefings and talking points for senior management and keep interagency database of meetings and activities up to date for ESD.
- Encourage community participation in events, meetings and press conferences related to Amazon project.
- Evening and weekend work required.
- Perform other related assignments as required by ESD management.

EDUCATION & REQUIREMENTS:

Education Level required: College Degree

Equivalent Experience required: 3+ years' experience in community relations, legislative/constituent affairs and/or community organizing.

Knowledge required: Excellent writing and communication skills.

Other skills: Community relations, coalition-building, multi-tasking, good organization, attention to detail.

Preferred Requirements: Working knowledge of the Long Island City community. Fluency in Spanish a plus.

APPROXIMATE HIRING SALARY: \$58,500-62,000 (w/ comprehensive benefits package)

INQUIRE

Leah Schanke, AVP, Human Resources, ESD Corporation

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY.