



Job Opening

Job Posting: 2/20/2020

**Application Deadline: 30 days or until
position is filled**

JOB TITLE: AVP, Community Relations

LOCATION: NYC

BASIC FUNCTION: Manage community relations for the Empire Station Complex Project.

WORK PERFORMED:

- Manage relationships with Manhattan Community Boards 4 & 5, elected officials, community organizations, local businesses and other stakeholders involved in the project; ensure positive project development and maximum community support.
- Execute community relations strategy for Empire Station Complex project.
- Serve as the primary liaison for the Community Advisory Committee.
- Experience working in the Manhattan CB 4 and 5 boundaries
- Experience working within NYS Executive or Legislative Branches
- Represent ESD at community events and meetings including but not limited to Community Board meetings, public meetings, town hall meetings, rallies and agency-sponsored forums.
- Monitor issues of concern and relevance to communities in the project area and assist in creating 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 the project.
- Evening and weekend work required.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's Degree

Equivalent Experience required: At least five years' experience in community relations, legislative/constituent affairs and/or community organizing; plus supervisory skills

Knowledge required: Excellent writing and communication skills

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

APPROXIMATE HIRING SALARY: \$94,797 to \$103,000; commensurate with experience
(w/ comprehensive benefits package)

INQUIRE

Maria Gately – Sr. HR Manager - Human Resources Dept.

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body

Internal Candidates: Complete a [POSTING APPLICATION](#) and attach a copy of resume

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