



**OFFICE OF THE DISTRICT ATTORNEY  
RICHMOND COUNTY  
JOB VACANCY NOTICE**

<b>TITLE ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST (1 POSITION)</b>	<b>SALARY \$78,000 - \$92,000</b>
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<b>BUREAU EXECUTIVE</b>	<b>LOCATION 130 STUYVESANT PLACE</b>
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**JOB DESCRIPTION:**

The Richmond County District Attorney's Office has an opening for a Director of its Community Partnership Unit. In this position, the Director will lead the unit in its efforts to strengthen relationships between law enforcement and the Staten Island community and communicate and promote initiatives that protect public safety and prevent crime.

The Director will oversee a team of Community Associates who will represent RCDA by attending hundreds of community meetings each year and developing and presenting presentations and initiatives that raise awareness to guns, gangs, drugs, domestic violence, identity theft, and other issues threatening our communities. They will also meet on a regular basis with NYPD, government agencies and elected officials, and members of the community to better understand their concerns.

Responsibilities include but are not limited to:

- Coordinate with the Executive Team of RCDA and various Bureau Chiefs to facilitate and innovate ways that the District Attorney's Office can communicate and integrate its work into the community to better prevent and prosecute crime.
- Serve as liaison with various City leaders, elected officials, community boards, precinct councils, civic organizations, PTA boards, religious and faith organizations, labor and workforce unions, and other community members and organizations etc.
- Works closely with service providers and other law enforcement agencies to address community concerns and positively articulate RCDA initiatives as well as the criminal justice system to all cultural and ethnic groups within the community.
- Daily coordination and management of a staff of community advocates who will be tasked with attending events and developing initiatives and projects with other intergovernmental and community organizations in various areas including the heroin and opioid crisis, domestic violence, construction and building fraud, immigrant affairs, identity theft, guns, and gangs, to name a few.
- Write and oversee the creation of public education and public awareness materials.
- Other duties as assigned.

**PREFERRED SKILLS:**

- Experience in community organizing or community relations on Staten Island
- Superior organizational, writing and communication skills, along with creative problem-solving abilities are essential; resourcefulness, initiative and good judgment essential
- Ability to lead and work under pressure to meet deadlines in a fast-paced environment; be detail oriented and self-motivated
- Must be a self-starter and possess the ability to work independently
- Ability to communicate and interact effectively with all levels of staff, various institutions, local community officials, and law enforcement agencies to build institutional relationships
- Working knowledge of RCDA and New York State court systems preferred.
- Ability to multi-task in a fast-paced environment, prioritize among competing needs and respond quickly to requests for information
- Strong knowledge of Microsoft Office products (Excel, PowerPoint) and internet search capability required
- Bilingual Spanish speaking ability a plus.

**NOTE:** *The candidate will be required to sign one (1) year commitment to the hiring bureau.*

**QUALIFICATION REQUIREMENTS:**

1. A baccalaureate degree from an accredited college and four years of full-time community liaison, community organization or community relations experience, at least two years of which must have been in a broad administrative or policymaking capacity with responsibility for planning, organizing, coordinating, developing, evaluating and/or administering a large community service program or activity; or
2. Education and/or experience equivalent to "1" above. However, all candidates must be high school graduates or possess a high school equivalency diploma and have two years of full-time experience in a broad administrative or policy-making capacity as described in "1" above.

**TO APPLY FOR THIS POSITION:**

Please submit cover letter/resume electronically using one of the following methods:

**CITY EMPLOYEES:** Apply through Employee Self Service (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for Job ID #: **265909**

**ALL OTHER APPLICANTS:** Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#: **265909**

*Only applicants scheduled for interviews will be contacted*

**The Richmond County District Attorney's Office is an Equal Opportunity Employer.**

<b>Dated</b> October 4, 2016	<b>Post Until</b> Filled	<b>Transmittal Number</b> 905-17-026
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