ORGANIZATIONAL PROFILE:

In November 2018, New York City voters approved three ballot initiatives establishing the New York City Civic Engagement Commission. The Commission is focused on promoting civic engagement across all of City government and making New York City decision making accessible to all New Yorkers. Specifically, the Commission is charged with running a citywide
participatory budgeting program, providing poll site interpretation services, providing technical assistance to community boards, partnering with community-based organizations and civic leaders to increase awareness of City services, and assisting City agencies in developing civic engagement initiatives.

JOB RESPONSIBILITIES:
The Advisor for Community Boards will be responsible for overseeing the policy, strategy, and implementation of all Commission urban planning, technical assistance and coordination between the Citywide Participatory Budgeting program and community boards.

Reporting to the Senior Advisor of the Civic Engagement Commission, and working closely with the CEC program and outreach teams, City agencies, City Council, Borough Presidents and Community Boards, the Advisor for Community Boards will have the following responsibilities:
• Develop scope and implementing strategy to build capacity of community board members and district managers to continuously promote inclusion and responsiveness to residents, and ultimately strengthen board participation
• Design, promote, and implement language access resources (with Language Access Manager), urban planning/land use resources, train in meeting procedures, and other technical assistance for community board members and leaders
• Regularly assess training needs of district managers and community board members; identify community-based partners and vendors to support capacity building and work with DOITT procurement to develop training contracts and agreements
• Work with CEC Outreach Director and Outreach staff in coordination with Borough Presidents offices to deepen relationships with community boards across the 5 boroughs and increase resident participation in all CEC program areas
• Work with community boards and interagency partners to deepen resident engagement in community boards’ annual needs & budget priorities submissions, and exploring ways to dovetail and align these processes with citywide participatory budgeting
• Coordinate participatory budgeting outreach and engagement activities between community boards, city council PB processes, and other key stakeholders including CBOs
• Manage additional discrete projects as necessary, including working across additional mandates of the Commission.

Minimum Qual Requirements
A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position.

Preferred Skills
The preferred candidate should possess the following:
• A Bachelor’s and/or Master’s Degree, in addition to 4+ years of professional experience;
• Experience engaging with community members, community boards, and local elected officials;
• Keen attention to detail, flexibility and an enthusiastic work ethic;
• Strong written and verbal communication skills with experience in delivering presentations to a variety of audiences;
• Experience which demonstrates a proven record of providing analytical and/or technical assistant for complex, interdisciplinary projects involving multiple stakeholders;
• Experience mediating among groups with competing perspectives and implementing projects that improve operational efficiency;
• Ability to think creatively, embrace new approaches for solving complex operational problems;
• Advanced knowledge of Microsoft Excel, PowerPoint, and other MS Office applications; and Additional language skills preferred.
To Apply
* Interested applicants with other civil service titles who meet the preferred requirements should also submit a resume for consideration

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #523680
For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #523680

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APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL

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The Department of Information Technology & Telecommunications and the City of New York are equal opportunity employers.

DoITT participates in E-Verify

Hours/Shift
Day

Work Location
New York, NY

Residency Requirement
New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

03/15/2022

Until Filled

The City of New York is an Equal Opportunity Employer
DEPT OF INFO TECH & TELECOMM

Job Posting Notice

523688

Digital Engagement Manager

Executive Program Specialist (Exempt)

Constituent Services & Community Programs, Technology, Data & Innovation Manager

253 Broadway New York Ny

CIVIC ENGAGEMENT COMMISSION

1

06824

M1

$ 58,700.00 - $100,000.00 (Annual)

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Job Description

ORGANIZATIONAL PROFILE:
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participatory budgeting program, providing poll site interpretation services, providing technical assistance to community boards, partnering with community-based organizations and civic leaders to increase awareness of City services, and assisting City agencies in developing civic engagement initiatives.

JOB RESPONSIBILITIES:
The Civic Engagement Commission is seeking to hire a Digital Engagement Manager to co-design and facilitate digital solutions with communities, city agency partners, and other key stakeholders to promote equity and inclusion in all CEC programming, including implementing participatory budgeting, supporting poll site interpretation services, and supporting community board needs.

Reporting to the Chair of the Civic Engagement Commission and working with Participatory Budgeting Advisor and Language Access and Community Boards Advisor, the Communications & Digital Engagement Manager will be responsible for the following:

• Identify the mediums and applications of technology that can be of service in building civic engagement and increasing participation in democratic processes;
• Develop and maximize the use of open source tools, and applications to promote inclusive digital engagement and outreach and bridge the digital divide, including the CEC’s online engagement platform, www.participate.nyc.gov
• Create effective and integrated non-digital strategies to compliment digital engagement on the platform, to ensure residents with various user profiles have multiple pathways to participation, regardless of comfort and exposure to technology
• Work closely with the Director of Communications, Digital Engagement, and Intergovernmental Affairs on design and implementation of commission-wide strategies for digital communications, including the Decidem platform.
• Oversee and manage contracted vendors hosting platform server and performing Decidim platform upgrades.
• Partner with the civic tech, philanthropic, academic and corporate sectors to increase CEC’s capacity to provide digital engagement technical assistance to partnering city agencies and other key stakeholders, including city council, Borough Presidents, and Community Boards, with the goal of promoting and supporting direct democracy processes and initiatives throughout the city
• Ensure the Commission is reaching broader strategic external goals
• Support on-going projects and events; and
• Participate in other special projects as needed, across a variety of program areas of the Commission.

Minimum Qual Requirements
No job description available

Preferred Skills
The preferred candidate should possess the following:
• Development experience, preferably experience working with open source tools;
• 5+ years experience in the technology field;
• Basic graphic design experience a plus;
• Strong written and oral communications, facilitation, public speaking, and presentation skills;
• Keen attention to detail, flexibility and an enthusiastic work ethic;
• Experience communicating with diverse stakeholders and mediating diverse perspectives;
• Enthusiasm for and interest in bringing creativity and storytelling to the work of the agency;
• Ability to work under pressure against tight deadlines;
• Ability to prioritize and manage an array of projects through to completion;
• Knowledge of City government institutions;
• Ability to think creatively, embrace new approaches for solving communication problems and resolving challenges;
• Collaborative approach to work and demonstrated strength in both management and support of systemic change.

To Apply
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DoITT Participates in E-Verify

Hours/Shift
Day.

Work Location
New York, NY

Residency Requirement
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03/15/2022

Until Filled
DEPT OF INFO TECH & TELECOMM

Job Posting Notice

519823

Outreach Director

Executive Program Specialist

Exempt

Constituent Services & Community Programs

Manager

253 Broadway New York Ny

CIVIC ENGAGEMENT COMMISSION

1

06824

M1

$ 58,700.00 - $ 90,000.00 (Annual)

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Job Description

ORGANIZATIONAL PROFILE:
In November 2018, New York City voters approved three ballot initiatives establishing the New York City Civic Engagement Commission. The Commission promotes civic participation to enhance civic trust and strengthen democracy. Core mandates include partnering with key internal and external partners to implement citywide participatory budgeting, poll site language
assistance, and technical assistance to community boards. On December 13, 2021 a mayoral Executive Order brought the responsibilities of the Chief Democracy Officer and DemocracyNYC under the CEC.

JOB RESPONSIBILITIES:
The Civic Engagement Commission seeks an Outreach Director to lead planning and implementation of a coherent outreach strategy to advance all Commission programs and initiatives. This role reports to the Chair & Executive Director of the Civic Engagement Commission, and works closely with the Chief of Staff, Chief Democracy Officer, CEC Program Advisors, Communications staff, interagency partners and community stakeholders.

Responsibilities include:
• Direct an outreach team of 5 Community Engagement Specialists dedicated to building trust with NYC residents and communities;
• Co-design outreach plans with outreach leads and program staff for CEC programs including community boards, participatory budgeting, poll site language assistance, voter registration & voter participation, and other initiatives (may include occasional rapid response requests from City Hall);
• Ensure integration of CEC values, key targeted populations, geographic reach, and issue communities into outreach planning;
• Integrate multiple modes into outreach plans, in person and virtual, including arts based approaches;
• Work with outreach staff to set outreach goals and metrics for each program lane;
• Coordinate outreach work streams across programs to ensure greater operational efficiency for the Commission;
• Continuously track, qualitatively and quantitatively, progress toward outreach goals, and compile reports on outreach strategies and outcomes;
• Work with outreach staff to monitor & expand existing volunteer recruitment, volunteer engagement and tracking to support all program lanes;
• Coordinate with outreach leads at other governmental agencies to promote CEC initiatives and programs;
• Foster an environment of dynamic learning and collaboration for the outreach team.

Minimum Qual Requirements
1. A baccalaureate degree from an accredited college and four years of satisfactory full-time experience related to projects and policies required by the particular position; or
2. Education and/or experience which is equivalent to "1" above.

Preferred Skills
The preferred candidate should possess the following:
• Interest in inclusive civic life, voting rights and education, volunteerism and community service, policy advocacy, and language access;
• Experience with community members, specific populations who are underrepresented, community boards, and local elected officials;
• Experience working with VAN and targeted voter outreach campaigns skilled in or willing to do in-person canvassing;
• Keen attention to detail, is flexible, approaches operational challenges creatively, and an enthusiastic work ethic;
• Demonstrated excellence in voter engagement and mobilization at the individual, community, and organizational levels;
• Evidenced ability to manage staff by setting ambitious yet achievable goals, objectives, and outcomes for team members and team overall;
• Commitment to using data to inform continuous improvement and decision-making;
• Highly ambitious in pursuit of growth and achieving excellence;
• Results-driven and self-motivated;
• Familiar with restorative approaches to interpersonal and structural conflict;
• Strong written and verbal communication skills, experience in delivering presentations to a variety of audiences;
• Skilled in or willing to learn digital organizing and communication;
• Advanced knowledge of Microsoft Excel, PowerPoint, and other MS Office applications;
• Additional language skills preferred.

To Apply
For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID # 519823
For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID # 519823

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Hours/Shift
Day

Work Location
New York, NY

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03/15/2022

Until Filled
Job Posting Notice

523672

Business Title

Participatory Budgeting Borough Director

Civil Service Title

CONFIDENTIAL STRATEGY PLANNER

Title Classification

Pending Classification

Job Category

Constituent Services & Community Programs

Career Level

Experienced (non-manager)

Work Location

253 Broadway New York Ny

Division/Work Unit

CIVIC ENGAGEMENT COMMISSION

# of Positions

1

Title Code No

06830

Level

00

Proposed Salary Range

$ 54,990.00 - $ 90,000.00 (Annual)

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Job Description

ORGANIZATIONAL PROFILE:

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a citywide participatory budgeting program, providing poll site interpretation services, providing technical assistance to community boards, partnering with community-based organizations and civic leaders to increase awareness of City services, and assisting City agencies in developing civic engagement initiatives.

JOB RESPONSIBILITIES:
The Civic Engagement Commission seeks a Participatory Budgeting Borough Director to support the launch and implementation of a citywide participatory budgeting program. Reporting to the Senior Advisor to the Civic Engagement Commission, and working closely with the Outreach Director and the Participatory Budgeting Advisor, the PB Borough Director will be responsible for working collaboratively to plan, launch and implement a citywide participatory budgeting process that builds trust and deepens meaningful engagement of residents and communities.

Specific responsibilities include:

• Supervision of four Borough Coordinators tasked with overseeing contracted CBO participatory budgeting deliverables, including the identification of neighborhood needs & priorities, facilitating community conversations to develop and refine ideas for projects, building neighborhood participation and implementing winning projects;
• Develop train-the-trainer curriculum for PB Borough Coordinators, CBOs, community leaders, and other diverse stakeholders to promote broad participation in the entire PB process;
• Make recommendations to improve and revise PB processes and tools to ensure their successful adoption based on community and user feedback;
• Oversee and support coalition building led by Borough Coordinators to address equity gaps and barriers to participation
• Develop processes and tools Borough Coordinators will need to effectively manage program implementation, including but not limited to:
  o Maintain regular communication with key stakeholders and community providers contracted to support PB outreach and implementation at the hyperlocal level
  o Collaborate, train, and coach contracted providers on meeting deliverables at the neighborhood level and equipping community partners to participate in PB related activities
  o Manage inputs and deliverables to ensure high quality materials are developed and deadlines are met
  o Assess and identify resources needed to ensure providers complete deliverables
• Collaborate with the Outreach Director to organize events and capacity-building activities in underserved and underrepresented communities to increase participation and engagement in participatory budgeting and other participatory democracy initiatives;
• Support all aspects of PB communication and keeping the Participatory Budgeting Advisory Committee informed of PB program updates and activities;
• Support other PB and CEC participatory democracy initiatives as needed.

Minimum Qual Requirements
A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position.

Preferred Skills
The preferred candidate should possess the following:
• Interest in inclusive civic life, voting rights and education, volunteerism and community service, policy advocacy, and language access;
• Familiarity with coalition-building, political advocacy and community organizing experience
preferred;
• Ability to manage workload comprising boroughwide coalition organizing;
• Experience with community members, specific populations who are underrepresented, community boards, and local elected officials;
• Experience developing trainings and providing technical assistance to diverse communities;
• Keen attention to detail, is flexible, approaches operational challenges creatively, and an enthusiastic work ethic;
• Familiar with restorative approaches to interpersonal and structural conflict;
• Strong written and verbal communication skills, experience in delivering presentations to a variety of audiences;
• Skilled in or willing to learn digital organizing and communication;
• Advanced knowledge of Microsoft Excel, PowerPoint, Airtable, and other MS Office applications.

To Apply
* Interested applicants with other civil service titles who meet the preferred requirements should also submit a resume for consideration

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #523672
For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #523672

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DoITT participates in E-Verify

Hours/Shift
Day

Work Location
New York, NY

Residency Requirement
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03/15/2022
DEPT OF INFO TECH & TELECOMM

Job Posting Notice

519407

Community Engagement Specialist

COMMUNITY COORDINATOR

Non-Competitive

Constituent Services & Community Programs

Experienced (non-manager)

250 Broadway, 12Th Fl.

CIVIC ENGAGEMENT COMMISSION

2

56058

00

$ 54,100.00 - $ 75,000.00 (Annual)

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Job Description

ORGANIZATIONAL PROFILE: In November 2018, New York City voters approved three ballot initiatives establishing the New York City Civic Engagement Commission. The Commission is focused on promoting civic engagement across all of City government and making New York City decision making accessible to all New Yorkers. Specifically, the Charter mandates the Commission with running a citywide participatory budgeting program, providing poll site
interpretation services, providing technical assistance to community boards, partnering with community-based organizations and civic leaders to increase awareness of City services, and assisting City agencies in developing civic engagement initiatives.

JOB RESPONSIBILITIES: The Civic Engagement Commission seeks a Community Engagement Specialist to support core functions of the Commission. Reporting to the Chair of the Civic Engagement Commission, and working closely with CEC Program Advisors, Communications staff, all City agencies and community members.

Responsibilities will include:
• Work collaboratively to iteratively plan, develop and implement a unified outreach strategy that builds trust and deepens meaningful engagement of residents and communities;
• Develop and track outreach metrics, assessing community participation on an ongoing basis, adjusting strategy to meet outreach goals;
• Hold 1-1 meetings with organizational stakeholders, members of the public, and attending and participating in community meetings;
• Build and maintain relationships with local neighborhood leaders to cultivate relationships and collaboration on shared civic concerns on behalf of the Commission;
• Organize events and capacity-building activities in underserved and underrepresented communities, increasing voter and civic participation and engagement to support all programmatic mandates, including participatory budgeting, poll site language assistance services, community boards, and other participatory democracy initiatives;
• Assist with project management and coalition building to address equity gaps in neighborhoods hardest hit by the pandemic;
• Assist with volunteer recruitment, volunteer engagement and tracking;
• Staff and document the Commission’s outreach events, public meetings, and public hearings, meetings of CEC advisory committees and documenting;
• Maintain database of outreach contacts including resident and organizational lists for Commission newsletter, Hustle, and other tools for outreach campaigns.

Minimum Qual Requirements
1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills
The preferred candidate should possess the following:
• Interest in inclusive civic life, voting rights and education, volunteerism and community service, policy advocacy, and language access;
• Experience with community members, specific populations who are underrepresented, community boards, and local elected officials;
• Experience working with VAN and targeted voter outreach campaigns; skilled in or willing to do in-person canvassing;
• Keen attention to detail, is flexible, approaches operational challenges creatively, and an enthusiastic work ethic;
• Familiar with restorative approaches to interpersonal and structural conflict;
• Strong written and verbal communication skills, experience in delivering presentations to a
variety of audiences;
• Skilled in or willing to learn digital organizing and communication;
• Advanced knowledge of Microsoft Excel, PowerPoint, and other MS Office applications; and;
• Additional language skills preferred.

To Apply
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Day

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03/03/2022
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