

# VACANCY ANNOUNCEMENT



## CITY OF MOUNT VERNON, NEW YORK MAYOR SHAWYN PATTERSON-HOWARD

**POSITION:** Community Development Outreach Coordinator (Bilingual)  
**DEPARTMENT:** Department of Planning and Community Development

The City of Mount Vernon is an equal opportunity employer and is committed to achieving full and equal opportunity without regard to race, religion, color, gender, physical or mental disability and sexual orientation. The City of Mount Vernon has a zero tolerance for all forms of harassment or reprisal.

**OPENING DATE:** 09/01/2020

**CLOSING DATE:** 09/18/2020

**SALARY RANGE:** Commensurate with Experience

**RESIDENCY REQUIREMENTS: MUST BE A RESIDENT OF WESTCHESTER COUNTY**

**APPLICATION INSTRUCTIONS:**

Resumes and letters of interest should be addressed to:

City of Mount Vernon

Department of Human Resources

1 Roosevelt Square, Room 211

Mount Vernon, New York 10550

Or submitted via e-mail to: [CityofMountVernonHR@cmvny.com](mailto:CityofMountVernonHR@cmvny.com)

### **DISTINGUISHING FEATURES OF THE CLASS:**

These positions may be designed as English-speaking, bilingual and/or Spanish speaking. The incumbent in this position will conduct community outreach to educate and encourage Mount Vernon residents, including immigrant communications, facilitate a successful completion of the assigned program, project or initiatives. Works under the general direction of the Commissioner of Planning and Community Development. The coordinator will be responsible for coordinating with city departments and community stakeholders and volunteers to implement the Initiative's partnership-building activities. Does additional tasks as required.

### **EXAMPLES OF WORK: (Illustrative only)**

- Conducts outreach to a variety of community organizations, such as faith communities, retail stores, educational institutions, libraries, ethnic community-based organizations and other community hubs;
- Coordinate, publicize and conduct informational sessions and events on the project, initiative or program;
- Adhere to NYS and Westchester County COVID-19 health guidelines while conducting outreach and organizing events;
- Inform and educate individuals and groups about the importance of completing the assigned project, including immigrants and undocumented residents;
- Works with City staff and community committee members on meeting preparation/logistics and follow-up;
- Attend meetings, make preparations, conduct outreach and education activities including participating in events with a variety of interested stakeholders during and after regular work scheduled hours;
- Staff the community committee sub-committee, track the development of work plans and related progress of sub-committees formed under the purview of the committee;
- Work with staff and community stakeholder committee designees to plan and organize City Working Groups, including venue selection, inviting key partners, scheduling and overall logistics;
- Contribute to talking points, e-newsletters, social media and informational collateral;
- Supports community outreach and messaging by keeping the City's website content up to date;
- Maintains a centralized repository of information with data on how many individuals and organizations are contacted and given information;
- Develop a summary of progress and lessons learned to inform the Community Development Initiative, i.e. Census outreach, community organizational efforts, forums, workshops, etc.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Candidates must be proficient in a foreign language, Spanish, Portuguese and French Creole preferred;
- Must be extremely detail oriented and process based;
- Must have experience working in a fast-paced environment, on campaigns and on teams;
- Must be able to communicate effectively both verbally and in writing;
- Must be able to coordinate with federal, Staff and regional organizations;
- Should have cross cultural sensitivity with the ability and desire to work with people with limited English;
- Ability to maintain effective working relationships with colleagues, and the public;
- Good knowledge of the principals, practices and methods of community development and community planning
- Ability to prepare complete written reports and compile data;
- Ability to use computer applications such as spreadsheets, word processing, e-mail and database software;
- Good judgement; tact and courtesy; integrity;
- Ability to work independently and make decisions;
- Physical condition commensurate with the demands of the position;

**ACCEPTABLE TRAINING AND EXPERIENCE:**

- Graduation from a regionally accredited four year college or university with a Bachelor's Degree; **PLUS** one year of experience facilitating civil and community engagement activities or customer service and retail sales; which shall have included constituents facilitating and promoting civil engagement through public speaking engagements with faith community, schools, community events and/or service organizations; OR
- Graduation from an accredited two-year college with an Associate Degree; **PLUS**, two years of experience as stated in (a) above; OR
- Graduation from high school or possession of an equivalency diploma recognized by the New York State Education Department; **PLUS**, three years' experience as stated in (a) and (b) above.

**SPECIAL REQUIREMENT FOR APPOINTMENT TO THIS POSITION:**

- Must be able to work evenings and weekends, including Sunday, when required.
- Must possess a valid New York State Driver's License.