

JFK International Airport Redevelopment Program

Senior Community Outreach Specialist

In January 2015, New York Governor Andrew Cuomo created an Advisory Panel to make recommendations to the State of New York and the Port Authority regarding the transformation of JFK International Airport. On January 4, 2017 the Advisory Panel issued a report entitled “A Vision Plan for John F. Kennedy International Airport,” which included recommendations for a unified, world class airport, improved roadway access and expanded rail mass transit. The Port Authority is undertaking the planning and development of programs and projects that would implement those recommendations.

The JFK Redevelopment Program is currently seeking a motivated and experienced individual to assist in the public outreach and community relations aspects of that program. The Senior Community Outreach Specialist will act as the primary point of contact for public outreach and community liaison regarding the JFK Airport Redevelopment Program. The position reports to the Director of JFK Redevelopment and works in close consultation with the Director of Government and Community Relations – New York.

Responsibilities:

- Represents the Redevelopment Program as the primary contact with external community stakeholders with regard to information about the Program.
- Provides routine updates to the community via regular formal and informal meetings.
- Implements a Public Outreach Program to keep the community informed.
- Continually informs, educates, and directly engages all those with a community interest in the program. Solicits feedback from elected officials, community leaders, community boards, local business community, other stakeholders, and other local community groups.
- Operates the project outreach office, to be located in a community near JFK.
- Schedules and coordinates stakeholder meetings and public information sessions.
- Prepares materials, handouts, periodic updates, newsletters and displays for ongoing public involvement.
- Provides content for the dedicated public outreach website and for the Authority's Program website.
- Maintains a database of all interested persons and organizations participating in the program or from the community.
- Submits draft monthly summaries of public participation efforts and outcomes.
- Works with the other key Program stakeholders, including Program consulting firms, terminal operators, airlines, contractors, etc. in public communication efforts.
- May assist in communication activities needed to obtain and maintain necessary permits or agreements with external agencies (including, but not limited to the FAA, NYSDOT, NYSDEC, NYCDEP, etc.) to supplement the Program.
- Coordinates and supports the management of periodic job fairs in partnership with agency units such as the Office of the Chief of Diversity and Inclusion Officer (OCDIO).
- Refers local, minority and women owned firms to OCDIO, and qualified job candidates to PA Human Resources or other Airport job referral organizations.

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- Assists in overseeing M/WBE and labor force reporting for review by agency units such as OCDIO.
- Represents the Program at community events sponsored by the Program and/or Program partners.
- Supervises the Community Outreach Specialist and, potentially, part-time and/or volunteer staff.
- Maintains effective relationships and communications with key units within the PA, such as the Office of Aviation Strategic Officer and Office of Chief Communications Officer.
- Performs other related duties as necessary.

Qualifications:

- College graduate
- Self-motivated and able to work collaboratively as well as independently
- Excellent communication and interpersonal skills
- Ability to work with a range of stakeholders, including community members, Port Authority Staff, and others
- Is aware of and able to perform the role within the ethics policies of the Port Authority and public sector values in general
- Familiarity with communities near JFK Airport

Location: Queens, NY – JFK Airport and local community office

Compensation & Benefits: The job offers a competitive salary and comprehensive benefits package. Salary commensurate with experience.

Send Resume, Cover Letter and Salary Requirements by May 18 to jfkredvelopment@panynj.gov.