



City Council Member Carlos Menchaca

NEW YORK CITY COUNCIL • DISTRICT 38

Job Posting for Community Liaison

Position: Community Liaison

Office: Council Member Carlos Menchaca

Work Hours: 10am-6pm; varied late nights and weekends

Open Date: now

Close Date: until filled

Duties and Responsibilities

The Community Liaison plays a critical role in supporting the office of Council Member Carlos Menchaca, and ensuring that the Council Member is able to address the needs of constituents of District 38, which includes Sunset Park, Red Hook, Greenwood Heights, and parts of Borough Park, Dyker Heights, and Windsor Terrace. The Community Liaison primarily works to address constituent questions and concerns, and coordinates with city agencies and social service organizations to resolve these matters. The Community Liaison will also be responsible for coordinating participatory budgeting in the district. This position is based at the District Office at 4417 Fourth Avenue, Brooklyn.

Primary job responsibilities include speaking with constituents in person, over the phone, and via email to connect constituents with government resources and social service organizations. Coordinate and carry out participatory budgeting in the district. Foster and maintain relationships with partners in the district including Community Boards, police precincts, community-based organizations, etc. Attend Community Board, police precinct, tenant association, and other community meetings on behalf of the Council Member. Provide translation for the office, orally and for written communications. Work with Chief of Staff to collect information on community issues in support of the development of policy and public testimony by the Council Member. Work with Communications Director to inform communications strategies and messages on community issues. Staff the Council Member at events. Assist with events hosted by the Council Member.

Requirements

We are looking for someone who is passionate about and dedicated to working directly with community members in connecting them to government services and programs and engaging them in the civic process. Candidate ideally has 2+ years working in the social work field, an advocacy organization, or elected official's district office. Bilingual abilities in Mandarin and/or Fujianese, or Spanish are highly desired. Familiarity with neighborhoods and issues in District 38, as well as district residency are preferred. Knowledge of city agencies and social service organizations is a plus. A Bachelor's degree is preferred, but not required. Capable of engaging respectfully and constructively with a broad range of individuals. Able to work both independently and as part of a team. Displays initiative, follow-through, and effective time management. Must be available to work some evenings and weekends.

Salary commensurate with experience.

New York City Residency required within 90 days of appointment.

How to Apply

Candidates should send a cover letter and resume to:

Socheatta Meng, Chief of Staff

Email: smeng@council.nyc.gov

Mail: 4417 Fourth Avenue
Brooklyn, NY 11238
smeng@council.nyc.gov

THE NEW YORK CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER