

**Title:** Community Coordinator  
**ID:** 902-17-1346  
**Department:** Community Affairs Unit  
**Job Category:** Director of Community Affairs  
**Campaign Start Date:** 02/02/2017  
**Salary Range:** TBD  
**# of openings:** 1

**JOB SUMMARY:**

The Community Affairs Unit of the Bronx District Attorney's Office serves as a liaison between the District Attorney and the Bronx community. The Unit is responsible for community outreach efforts and for developing and coordinating programs that engage the residents of the Bronx.

The Director of the Community Affairs Unit is responsible for conceptualizing, developing and facilitating the implementation of projects/events related to the Office's commitment to community relations. The Director will serve as a valued liaison to those communities that the Office serves.

The Director will work diligently with representatives from various communities, organizations and neighborhoods to establish meaningful relationships with the diverse populations and cultures that the Office serves.

**JOB RESPONSIBILITIES:**

Specific duties will include, but are not limited to the following:

1. Coordinate and communicate with the unit's managers/supervisors.
2. Work in partnership with community-based providers and administrative staff to develop and implement programs that promote the Bronx District Attorney's Office's commitment to serving the community.
3. Develop and promote community relations opportunities.
4. Represent the agency at community meetings.
5. Collaborate with the community, including but not limited to law enforcement, clergy, not for profit organizations and schools to develop programs, initiatives, and special projects.
6. Prepare reports and maintain necessary records on community relations activities.
7. Create budgets for community affairs programs.
8. Assign and regularly meet with project teams, to develop content and strategies for program logistics.
9. Markets events internally and externally to help engage members of the Office with members of the public.
10. Manage all employees of the unit including hiring, professional development and performance evaluation.
11. Perform all other related duties as assigned

**PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:**

1. A Master's Degree in Social Work or a related field from an accredited college or university preferred or a Bachelors Degree and subsequent work experience.
2. A valid New York State driver's license and a minimum of two years of driving experience is required and must be maintained for the duration of employment.
3. Experience in the management of department budgets.
4. Excellent interpersonal and communication skills.
5. Proficient in computer applications including, Microsoft Office.
6. Highly adaptable and enthusiastic about learning new skills.
7. Seven (7) or more years of community leadership or service
8. Experienced in project management.
9. Excellent time-management skills.
10. Effective collaboration skills.
11. Excellent presentation s kills.
12. Ability to work a flexible schedule.
13. Bronx resident preferred.

*The Office of the Bronx District Attorney is an Equal Opportunity  
Employer **Committed to Diversity and Inclusion.***

**To apply you must visit the BXDA Office website  
([www.bronxda.nyc.gov](http://www.bronxda.nyc.gov)) and click on Career Opportunities**