

**City of New York  
Parks & Recreation**

**Citywide Job Vacancy Notice  
Posting № 006723**

Civil Service Title: Community Associate  
Title Code No. 56057  
Office Title: Job Developer

Level: NA  
Salary: \$47,000 - \$50,000  
Work Location: TBD  
Number of Positions: 1

The Parks Opportunity Program, a citywide transitional welfare-to-work program, provides extensive vocational education and training as well as valuable work experience at NYC parks, playgrounds and recreation centers to public assistance recipients interested in reentering the work force and securing employment in the private sector. POP seeks experienced job developers to work closely with area employers to market the POP program and match participants to jobs in various career fields.

**MAJOR RESPONSIBILITIES**

- Under general supervision, with latitude for independent initiative and judgment; perform difficult and responsible supervisory or administrative functions.
- Develop an increasing variety of contacts with companies and organizations to secure repeated job orders and employment opportunities for the program participants.
- Work closely with POP Training Division to develop training opportunities rendering POP participants more marketable and leading to sustainable employment and a career.
- Identify emerging trends such as “Green Collar” jobs and connect with perspective employers and training entities to provide participants access to these positions.
- Keep informed of the latest trends in the labor market, including occupational projections in various industry sectors and projected job growth.
- Work closely with Management to develop strategies for marketing POP to outside groups, including corporations, non-profits and business associations.
- Organize employer recruitment events and represent the program at networking meetings.
- Secure employment verifications and provide follow-up retention services to participants and employers.

**QUALIFICATION REQUIREMENTS**

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to “1” above

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

**PREFERRED SKILLS/QUALIFICATIONS**

1. A Bachelor’s degree or equivalent; Master’s degree a plus.
2. Bilingual English/Spanish.
3. Marketing, retail, sales and/or job development.
4. Excellent writing, communications, supervisory and administrative skills.
5. Computer proficiency in Access, Excel, PowerPoint and Word.
6. Valid New York State driver license.

**To apply, please submit cover letter & resume with JVN # to:**

Personnel – Recruitment  
City of New York/Parks & Recreation  
24 West 61<sup>st</sup> Street, 2<sup>nd</sup> floor  
New York, NY 10023  
Email: grow@parks.nyc.gov  
Attention: JVN# 846-10-006723  
Notice to Parks applicants – include your ERN on all correspondence.

**THE CITY OF NEW YORK  
AND  
THE CITY OF NEW YORK / PARKS &  
RECREATION  
ARE EQUAL OPPORTUNITY EMPLOYERS  
M/F/D/V**

POST DATE: 03/05/10

POST UNTIL: 03/26/10\*

JVN: 846/10/006723

**NOTE:** All resumes must be received no later than the last day of the posting period. \*Posting period extended to 03/26/10. Previous applicants to this vacancy do not need to reapply.