

**MANHATTAN BOROUGH PRESIDENT’S OFFICE  
JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE: Community Associate</b>	<b>OFFICE TITLE: Events Specialist</b>
<b>DIVISION/WORK UNIT: Special Events</b>	<b>SALARY: \$45,000</b>
<b>HOURS: 35 hours per week. Must be flexible with work schedule. Weekend and evening work hours maybe required</b>	<b>WORK LOCATION : One Centre Street</b>

**JOB DESCRIPTION**

Manhattan Borough President Gale Brewer seeks an **Events Specialist** to be part of her collaborative, energetic, and innovative team. Prospective staff member must be committed to seeking out new and better ways for the Manhattan Borough President’s Office (MBPO) to connect with and deliver for the borough’s diverse neighborhoods, communities and constituents. Under the direction of the Special Events Coordinator, the Events Specialist will help to manage the planning and execution of special events which range from cultural celebrations, public hearings, and town halls to large scale policy conferences. The Events Specialist will also assist in researching and designing new and different types of events.

**Specific responsibilities include but are not limited to:**

- Assist in executing large scale events, including producing timelines and budgets for each event and handling invitation production, catering, staffing, vendors, research and selection of appropriate venues;
- Work with appropriate staff to assure quality of event programming and attendance;
- Work with Communications staff to coordinate event promotion and press coverage;
- Assume day of event leadership;
- Manage and delegate event related tasks to staff, volunteers and interns;
- Track RSVP’s, paying attention to special accommodation requests (e.g. providing translation services or accommodations for the visually impaired, etc.); and
- Produce reports and analysis to continually improve quality and reach of MBPO events

**MINIMUM QUALIFICATIONS**

1. High school diploma 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.

**PREFERRED/QUALIFICATIONS/SKILLS/EXPERIENCE**

- A baccalaureate degree from an accredited college or university and full-time or volunteer related experience in the non-profit or public sector.
- Creative, skilled social media expert with at least two years of experience managing professional social media accounts.
- Must be detailed-oriented, well organized, have effective communication skills (written & oral), be a team player and have the ability to multitask.
- Must possess excellent troubleshooting skills, work well under pressure, and meet tight deadlines.
- Knowledge of the Microsoft Office Suite (word, excel, power point,).

## TO APPLY

Interested candidates must complete both of the following steps:

1. Submit a cover letter and resume in a Microsoft Word or PDF format to: [resumes@manhattanbp.nyc.gov](mailto:resumes@manhattanbp.nyc.gov) with “**Events Specialist**” in the subject line.
2. Apply for the position on the NYC Careers Website:
  - City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess> and clicking on Recruiting Activities/Careers and searching for **Job ID#403136**
  - Non-City Applicants may apply by going to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and searching for **Job ID# 403136**

Only candidates being considered will be contacted.

The City of New York is an Equal Employment Opportunity Employer. The Office of the Manhattan Borough President is committed to engaging a diverse workforce. People of color, women, LGBT people, veterans, and people with disabilities are encouraged to apply.

**New York City residency is required within 90 days of appointment.**