



NEW YORK CITY COUNCIL JOB POSTING

JOB TITLE:	Executive Director, Black, Latino and Asian Caucus
PROPOSED SALARY RANGE:	86,819 to 86,819
DIVISION/UNIT:	Black, Latino and Asian Caucus
WORK LOCATION:	250 Broadway New York, New York 10007

The City Council's Black, Latino and Asian Caucus (BLAC) consists of 35 of the 51 members of the New York City Council. As the largest Council caucus, BLAC convenes to ensure that issues of particular concern to the City's Black, Latino and Asian communities are being addressed through the legislative, oversight and budgetary powers of the City Council. The BLAC is seeking a dedicated and experienced management professional to join their team.

KEY RESPONSIBILITIES:

Policy & Budget Advocacy

- Develop, research and execute policy agendas, legislative packages, and budget proposals based on Caucus consensus and priorities.
- Interface with legislators, agencies, community groups and other stakeholders on behalf of the Caucus.
- Organize Caucus actions such as rallies, briefings, and community events related to priority issues.
- Amplify existing priorities of interest to the Caucus.

Communications Strategy

- Create communications assets for the Caucus including talking points, sign-on letters, visuals, and media toolkits.
- Draft public-facing materials including statements, quotes, reports, and releases as well as field inquiries from members of the press.
- Maintain an effective social media presence and promote Caucus activity.
- Develop critical communication with, and conduct outreach to, stakeholders, advocates and allies collaborating with the Caucus.
- Represent the Caucus at events and meetings with various stakeholders.

Internal Administration & Organizing

- Schedule monthly Caucus meetings along with relevant activities including drafting agendas, taking meeting minutes, sending notices, facilitating discussion, and executing follow-up.
- Coordinate regular communication between members' offices on shared priorities to ensure cohesion within the Caucus.
- Plan strategic engagements including policy meetings, retreats, conferences, and agency meetings.
- Supervise support staff by delegating project assignments, reviewing work, providing workforce development opportunities and providing assistance when necessary.
- Manage day-to-day operations of the BLAC's City Hall office.
- Perform other duties, as assigned.

QUALIFICATIONS:

Applicants must possess and be able to demonstrate the following skills and competencies:

- Undergraduate degree in public management, political science, public policy, management, communications, non-profit management, economics, and/or equivalent work experience in these areas.
- Two to four years of full-time experience working in government with management and/or administration, legislative affairs, public affairs, non-profits, or community organizations.
- Excellent writing and verbal communication skills.
- Ability to oversee multiple projects, multi-task and coordinate multiple member schedules.
- Strong attention to detail and robust organizational skills.
- Knowledge of NYC politics, government and current issues.
- Bilingualism and/or a graduate degree in the aforementioned areas of study are preferred, but not required.

ADDITIONAL INFORMATION:

New York City residency required within 90 days of appointment.

For eligible employees, health, dental and vision insurance coverage are offered upon hire. Retirement plans, deferred compensation plans, group life insurance, paid time off and paid holidays, training resources, health & fitness reimbursement and wellness programs are also available.

The New York City Council makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact EEOfficer@council.nyc.gov.

HOW TO APPLY:

Qualified candidates should forward their resume and a cover letter to:

E-MAIL: counciljobs@council.nyc.gov

MAIL: New York City Council
Attn: Personnel Services/Recruiting (BLACDIR)
250 Broadway, 26th Floor
New York, New York 10007

FAX: (212) 401-4711

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

The New York City Council is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.