



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT JOB VACANCY NOTICE

Office Title: Project Manager

Salary: \$61,000-\$75,000

Civil Service Title: Assistant to the President

Title Code & Schedule: 13210– Full-Time

The Office of the Brooklyn Borough President seeks a highly motivated and forward-thinking professional to serve as its Project Manager within the Deputy Borough President's (DBP) Unit. The Project Manager will report directly to the Deputy Borough President and will serve as a delegate to the Deputy Borough President, an integral member to the team and will work on projects as assigned. In serving as one of the main points of contact for the Deputy Borough President, the Project Manager will also be responsible for the following:

- Manage projects of various sizes to completion under the Deputy Borough President's portfolio.
- Responsible for logistical and operational tasks related to projects.
- Develop weekly status reports, department presentations and use workplan, check lists, and other tools to guide the project timelines.
- Takes projects from original concept through final implementation. Interfaces with all parties involved with the project.
- Actively performs research and provides recommendations on potential programs and best practices that align with DBP's portfolio.
- Draft and edit correspondence, communications, and other documents on behalf of the Deputy Borough President.
- Facilitate communication between internal and external Partners and the Deputy Borough President.
- Provide excellent customer service experience both online and offline.

Minimum Qualifications Requirements:

1. A baccalaureate degree from an accredited college and two years of experience in community work or community-centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and three years of experience in community work or community-centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least two years of experience as described in "1" above.

Preferred Skills:

- At least 2 years of experience managing projects, or other relevant position.
- Excellent written and verbal communication skills.
- Outstanding attention to detail, especially as it relates to coordinating events and written communication.
- Effectively able to manage time in a fast-paced environment and take direction well from management.
- Proficiency in using various Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook; familiarity with virtual platforms (e.g., WebEx, Zoom, and Microsoft Team).
- Excellent organizational skills, with the ability to manage multiple projects at once.
- Exceptional ability to execute reliably by solving problems proactively and prioritizing time and tasks.

- Resilience to navigate competing priorities and constant change.
- In addition to English, fluency in a foreign language including Spanish, Mandarin Chinese, Cantonese, Russian, Korean, Haitian Creole, Arabic, Bengali, Hindi, Urdu, Yiddish or Hebrew is a plus.

To apply: Submit a resume, cover letter, and contact information for three professional references to BKBPHR@brooklynbp.nyc.gov with the subject line “Project Manager” Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

The Office of the Brooklyn Borough President is an Equal Opportunity Employer and is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, LGBTQIA+ people with disabilities, and veterans are encouraged to apply. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site because of your disability. You can request reasonable accommodations from the EEO office at Ricardo.newball@brooklynbp.nyc.gov. The City of New York is an Equal Employment Opportunity Employer

New York City residency is required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for two (2) continuous years may also be deemed to be in compliance with the residency requirement if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at [Public Service Loan Forgiveness | Federal Student Aid](#).

Post Date: September 26, 2024

Post Until: Until Filled

JVN #: 012-25-006
