



**NEW YORK CITY FIRE DEPARTMENT  
JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE</b> Community Coordinator	<b>Title Code #</b> 56058
<b>OFFICE TITLE</b> Military Coordinator	<b>SALARY</b> \$47,703-Minimum salary for full-time employees with less than 2 years of City Service \$54,858-Minimum salary for full-time employees with more than 2 years of City Service
<b>BUREAU/DIVISION/UNIT</b> Diversity & Inclusion/Recruitment & Diversity	<b>LOCATION</b> 9 MetroTech Center, Brooklyn, New York

**JOB DESCRIPTION**

Under the supervision of the Assistant Commissioner of the Office of Recruitment and Diversity (ORD) and working in conjunction with ORD’s Recruitment Events Coordinator; the Military Coordinator is responsible for developing FDNY recruiting opportunities/events with Non-Commissioned Officers and Military outreach groups throughout New York State Military Base Installations; in addition, to creating relationships with Combat Life Saving (CLS) and Emergency Medical Response training courses within military installments; identify and collaborate with transitional and reintegration military support services and develop collaboration between FDNY ORD and Veterans Affairs associations throughout New York State.

- QUALIFICATION 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 six 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 one year of experience as described in "1" above.

**PREFERRED SKILLS:**  
Proficiency in MS Word, Excel, Power Point.

Excellent written, communication and interpersonal skills are required.

Strong ability to work independently, on multiple projects simultaneously and against deadlines are required.

Candidates with military experience are strongly encouraged to apply.

**NOTE:** New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

**TO APPLY:**  
NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO [WWW.NYC.GOV/JOBS](http://WWW.NYC.GOV/JOBS).  
CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID # 195898.

**DATED:** June 10, 2015 **\*POST UNTIL\*:** June 23, 2015

*“FDNY is ranked as the top place to work among gov’t agencies; and 17<sup>th</sup> overall among 500 employers among large U.S. companies, nonprofits, gov’t agencies, and U.S. divisions of multi-national.”*  
-Forbes magazine, on *“America’s Best Employers 2015”*  
The Fire Department is an Equal Opportunity Employer.