



Office of the Mayor

Mayor's Office of Immigrant Affairs

Web Project Manager

Job ID Number: 21621

About the Office:

MOIA promotes the well-being of immigrant communities by recommending policies and programs that facilitate successful integration of immigrant New Yorkers into the civic, economic, and cultural life of the City. Among the office's broad portfolio, MOIA is one of the lead agencies for IDNYC, New York City's groundbreaking municipal ID program, and is spearheading ActionNYC, a program providing immigration legal services for every immigrant New Yorker. The work of the Office cuts across a broad range of issues citywide—for example, workers' rights, health equity, and language access—and MOIA works closely with sister cities around the country to promote immigrant inclusion

About the Role:

MOIA seeks a short-term Web Project Manager to manage the implementation of key updates to the Mayor's Office of Immigrant Affairs website, and support on additional projects related to MOIA's online presence and Office communications. The ideal candidate has experience with website management, project management, and digital communications. The Web Project Manager will need to be able to guide a project from conception to final delivery. The ideal candidate will be a strong writer and preferably have a familiarity with City government.

Under the direction of the Communications Director, the Web Project Manager will be tasked with overseeing the implementation of major language access updates to the Mayor's Office of Immigrant Affairs website to ensure that more immigrant New Yorkers are able to access information in their preferred language. The Web Project Manager will work in collaboration with various MOIA departments, particularly the Immigrant Inclusion team, as well as the City's Department of Information Technology and Telecommunications and external partners. The Web Project Manager will also work with the Communications team on other projects to help amplify the office's work online, in the press, and through events and partnerships. The Web Project Manager should have excellent organization and communication skills, experience guiding a project from start to finish, and the ability to provide recommendations on best processes or other improvements.

This is a short-term position, ranging 4-6 months.

Under the direction of the Communications Director, the Web Project Manager will be tasked with:

- Manage the implementation of an online project and ensure the on-time and high-quality delivery of the product;
- Design and recommend solutions to issues that arise within project development;
- Maintain communication with partners to ensure efficient workflow and successful outcomes of individual stages of a project;
- Generate project tracking tools and status reports; and
- Assist with other projects related to MOIA's online presence and communications.

Qualification Requirements:

- Experience in website management;
- Ability to communicate in a clear and concise manner, both verbally and in writing;
- Highly professional demeanor;
- Knowledge about the development and design of websites and/or digital tools;

- Ability to juggle multiple priorities and meet deadlines consistently; and
- Experience working with diverse individuals and communities.

Minimum Qualifications:

- A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience in website management;
- A high school diploma and four years of professional experience in the areas described in "1".

Salary: Commensurate with experience.

To Apply: Submit cover letter, resume and three references to rboeglin@moia.nyc.gov with the subject line: "Web Project Manager – MOIA."

New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers