

NYC Mayor's Office of Immigrant Affairs
Job Posting, Citywide IDNYC & Other Community Initiatives: Neighborhood Organizer
Community Associate

The Mayor's Office of Immigrant Affairs (MOIA) was established pursuant to the NYC Charter to promote the well-being of immigrant communities by recommending policies and programs that facilitate the successful integration of immigrant New Yorkers into the civic, economic, and cultural life of the City.

MOIA is one of the lead agencies for the implementation of IDNYC, the City's municipal identification card program that launched in January 2015 by Mayor Bill de Blasio. Some New York City residents who don't have identification—including immigrants, homeless individuals, disconnected youth, individuals reentering after incarceration, and the elderly—may experience barriers when trying to open financial accounts, interact with the police, or access city services and buildings. The IDNYC card aims to bridge that gap.

JOB DESCRIPTION

MOIA seeks Neighborhood Organizers with experience in labor, employment or human rights, urban planning, community organizing/development, immigrant/community affairs or related fields, to conduct outreach and community engagement in support of the City's immigrant service programs, policies effecting immigrant communities and with particular focus on the citywide IDNYC card program.

The selected candidate will work closely with MOIA and other City and nonprofit partners to conduct outreach to communities and neighborhoods most impacted by immigrant focused initiatives to ensure that the concerns of New York City's diverse immigrant communities and community-based organizations are incorporated in the implementation. Under the supervision of the outreach management team, the selected candidates will be expected to help develop and implement outreach strategy and campaign plans; build strong relationships with key community stakeholders and leaders in targeted communities; and activate broad public interest in the IDNYC program and other city services.

The Neighborhood Organizers' duties will also include, but not be limited to, the following:

- Help develop and implement a community outreach and engagement plan to reach immigrant New Yorkers and other vulnerable communities eligible for the IDNYC program or other city initiatives spearheaded by MOIA;
- Provide guidance and assistance in ensuring MOIA and other City partners are communicating effectively with diverse and hard to reach immigrant communities;
- Attend community meetings and events to provide information about and promote the citywide initiatives, and to address issues and concerns;
- Implement and support organizing by disseminating education and outreach materials into target neighborhoods;

- Collaborate and coordinate with community based organizations, religious institutions, and key stakeholders to ensure community awareness and understanding of the benefits of applying for the IDNYC program and other city initiatives like immigrant legal services;
- Train partners and volunteers to expand the effectiveness and reach of MOIA and immigrant service programs;
- Conduct ongoing identification of community partners and development of those relationships;
- Respond to inquiries from external stakeholders; and
- Provide ongoing feedback and analysis as to effectiveness of campaign outreach tactics.

Qualification Requirements:

- Strong knowledge of and network across New York City immigrant populations and community based organizations;
- Campaign management experience;
- Excellent organizational and analytical skills, and comfort with data driven analysis and strategic planning;
- Ability to communicate in a clear and concise manner, both verbally and in writing;
- Highly professional demeanor;
- Ability to demonstrate fundamentals of effective strategies to establish realistic objectives, maintain momentum, and evaluate progress;
- Ability to juggle multiple priorities;
- Excellent interpersonal skills;
- Ability to engage, motivate, and inspire others;
- Ability and experience working with diverse individuals and communities;
- Willingness to work evenings and weekends;
- Affinity for fast-paced work environments and commitment to teamwork; and
- Multilingual preferred.

Minimum Qualifications:

1. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience in one or a combination of the following: working with a issued based, labor, or political campaign or community organizing experience;
2. A high school diploma and four years of professional experience in the areas described in "1".

Applicants are encouraged to submit applications immediately. Salary commensurate with experience. The City of New York is an Equal Opportunity Employer. To apply, submit cover letter, resume and three references to lgoyen@moia.nyc.gov with the subject line: "Neighborhood Organizer – MOIA."