About the Office: In April 2015, Mayor Bill de Blasio released One New York: The Plan for a Strong and Just City (OneNYC), which provides the Mayor’s Office of Recovery and Resiliency (ORR) the mission to strengthen social and economic resiliency; upgrade buildings; adapt the region’s infrastructure systems; and enhance the city’s coastal defenses in response to the evolving risks associated with climate change and other 21st century threats. OneNYC builds off of prior work on climate resiliency, including A Stronger, More Resilient New York released in 2013 that laid out a strategy for (1) rebuilding and making stronger those neighborhoods hardest hit by Hurricane Sandy and (2) improving the City’s infrastructure to ensure greater resiliency in the face of future climate change impacts. To learn more about OneNYC and the New York City’s resiliency initiatives, please visit: www.nyc.gov/onenyc.

About the Role: The Mayor’s Office of Recovery and Resiliency is now seeking a Chief of Staff to increase collaboration and accountability across teams, facilitate strategic thinking, planning and execution, and develop management systems and procedures. The Chief of Staff will report directly to the Director and will be a member of ORR’s senior leadership team. This is not an administrative role; it is highly strategic and facilitative, requiring a combination of focus and flexibility, as well as a willingness to play an active, behind-the-scenes role. As the Director’s confidante and advisor, this role requires a highly resourceful individual with strong emotional intelligence, self-motivation and strong analytical skills. The Chief of Staff will also monitor finance and administration, operations and human resources functions of the ORR, and liaise with the appropriate agencies and points of contact in the Mayor’s Office, as necessary.

Responsibilities include, but are not limited to:

- Support all aspects of ORR in the performance of its activities, as directed by the Director, including but not limited to managing agency relationships; coordinating interagency actions; ensuring a consistent public message; overseeing project execution; providing guidance on all documents that come into and leave the office to ensure a high quality of responsiveness and performance; and ensuring the execution of key milestones and initiatives.
- Develop and operate daily, weekly, and monthly protocols with the Director for managing time, advancing ORR priorities, managing staff and team meetings, and making decisions.
- Monitor and coordinate various office management tasks, such as budget, personnel matters, and other sensitive or confidential tasks, as may be assigned by the Director.
- Manage strategic planning and other change initiatives, including regular and ongoing monitoring of and alignment between mission/values, strategy, structure and organizational culture. Assist with the efforts of ORR to monitor progress, track metrics and evaluate effectiveness of all resiliency actions.
- Coordinate with the External Affairs team on advancing the City’s resiliency message, especially with regard to managing public appearances and speaking engagements of the Director, including vetting invitations, coordinating remarks, speeches, and talking points.
- Establish and maintain relationships with internal and external stakeholders with City Hall, relevant governmental agencies, community organizations and elected officials in order to coordinate projects and commitments and ensure alignment, where needed.
- Lead special projects, ranging from developing written products to convening stakeholders.
• Other duties, as assigned.

Qualifications:

• Familiarity with One New York: The Plan for a Strong and Just City.
• An understanding of issues relating to climate change resiliency in a large urban setting and/or the interplay of coastal resiliency, the built environment, energy, urban planning and economic development.
• A minimum of a Bachelor’s degree in a relevant and a minimum of seven (7) years of full-time relevant professional experience.
• Excellent organizational skills and attention to detail.
• Willingness to work independently and as part of a team environment. Ability to successfully navigate within varying degrees of authority and responsibility, and to balance long-term projects with the urgency of immediate demands.
• Highly-developed communications skills (written/verbal), strong negotiation skills, and interpersonal savvy.
• Demonstrated ability to deal with confidential information.
• New York City government work experience; or relevant technical, consulting or business background, a plus.

Salary: Commensurate with experience

To Apply: Please submit a resume, cover letter and three (3) references to Candidate Application

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