Position Title: Senior Policy Advisor, Social Resiliency

Job ID Number: 29055

ORGANIZATIONAL PROFILE:
The Mayor’s Office of Resiliency (MOR) strives to adapt New York City (NYC) to the unprecedented challenge of climate change, creating a more resilient, equitable and vibrant city for the New Yorkers of today and generations to come.

Through science-based analysis, policy and program development, and capacity building, MOR leads the City’s efforts to transform the city’s communities, buildings, infrastructure, and waterfront to build resilience in the face of multiple climate threats, including sea level rise, storm surge, extreme heat, and intense precipitation, in the near- and long-term.

We achieve our mission by focusing on four central pillars as described by OneNYC 2050: (1) mitigating physical risks, (2) empowering residents and businesses, (3) building a climate-ready government, and (4) advancing and applying climate science.

MOR is composed of climate policy experts, urban planners, architects, scientists, engineers, and lawyers. Under the direction of the Director, MOR is organized by seven teams that are led by Deputy Directors: (1) Climate Science, (2) Social Resiliency, (3) Land Use and Buildings, (4) Infrastructure and Energy, (5) Waterfront Resiliency, (6) Program Coordination and Delivery, and (7) External Affairs.

JOB RESPONSIBILITIES:
The Senior Policy Advisor is a key member of MOR's Social Resiliency (SR) team which develops and implements initiatives to a) strengthen community and small business climate preparedness, b) support and expand sustainability programming, and c) promote social cohesion. This team also implements strategies to mitigate and adapt to health risks related to rising temperatures and the urban heat island effect. This position reports to the Deputy Director for Social Resiliency and will coordinate initiatives to develop and advance climate mitigation and adaptation policy and programs. This position will work collaboratively with staff across MOR and multiple agencies to promote the team’s policy priorities and to achieve increased cooperation for community resiliency to climate hazards. This position will convene internal and external stakeholders and oversee the development of data tools and analyses of the City’s recently updated topographic and heat data, in order to inform policy decisions about risks and needed preparedness.

Responsibilities include, but are not limited to:

- Develop, implement, and manage specific initiatives of the SR team, including those outlined in “Cool Neighborhoods NYC” to increase resiliency and sustainability.
• Provide thought leadership on cross-team MOR initiatives so that they help improve the safety, health, social resiliency, and well-being of New Yorkers.
• Engage in research projects focused on rising temperatures and the Urban Heat Island Effect in NYC. Synthesize research and keep up to date on current literature. Develop clear and concise reports for MOR and external partner agencies.
• Assist in fieldwork and collection and analysis of monitoring and survey data.
• Evaluate policies, initiatives, incentives and legislation at the City, State and Federal levels that support the enhancement of social and community resiliency; identifying opportunities to apply them in the NYC context. Develop appropriate responses and recommendations in coordination with the MOR External Affairs team.
• Assist efforts to identify and secure philanthropic and City funding, including preparing grant proposals to support current and future team initiatives in coordination with the MOR Program Coordination and Delivery team.
• Foster relationships with civic community organizations to develop and sustain positive relationships and networks that advance program implementation; including agencies such as Department of Health and Mental Hygiene, NYC Emergency Management, NYC Housing Authority, Department for the Aging, and Department of City Planning.
• Support MOR public engagement efforts; assisting in organizing internal and external meetings (occasionally on weekends and evenings).
• Represent MOR at meetings, public forums, conferences, and other relevant events.
• Assist with special projects as needed, and lead other duties, as assigned.

QUALIFICATIONS AND/OR SKILLS:

• A Master’s degree in an environmental science, ecology, public health or social science, and five years of full-time, relevant professional experience in a responsible, supervisory, or administrative capacity in a field related to this position.
• Demonstrated analytical skills and experience coordinating research, field-based, or program evaluation projects. Ability to bridge the gap between scientific research and effective public policies and programs addressing resiliency in NYC.
• A background in public policy, urban planning, sustainability or natural resource management, public health, community based participatory research, or program development for community-based organizations.
• An understanding of the interplay of resiliency, sustainability, and community adaptation, and an awareness of existing policies and trends that support resilient communities.
• A proven record demonstrating management, communication, interpersonal and leadership skills. Compelling examples of these skills include: managing complex projects involving senior stakeholders or implementing multi-faceted community outreach and engagement efforts. Ability to interface with senior level management.
• Demonstrated presentation and data analysis skills including the ability to gather and synthesize large amounts of information and to focus quickly on the essence of an issue. Fluency in Microsoft Excel, PowerPoint and dataset analysis, including the use of the computer program R. Proficiency in GIS a plus.
• Excellent written and verbal communication skills, including the ability to translate technical information into accessible forms. Clear, effective writing style is a must.
• Attention to detail and excellent organization skills, which include and are not limited to the ability to manage complex projects; coordinate interagency programs; and maintain control of analytical details while balancing large-scale program objectives;
- Knowledge of New York City or New York State’s governmental structure and policy context. Work in NYC communities a plus.
- Ability to complete work independently with broadly defined work objectives;
- Willingness to travel in the 5 boroughs and work after hours or on weekends, as required.
- Fluency in a second language a plus.

**SALARY:**
Commensurate with experience.

**TO APPLY:**
Submit a cover letter, resume, 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.
Women, people of color, LGBT individuals, veterans, and people with disabilities are strongly encouraged to apply.
Opportunities for advancement exist, and the Office of the Mayor is committed to helping staff develop and grow.

For current job opportunities in the NYC Mayor’s Office visit: Office of the Mayor Jobs

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 as a result of your disability. You can request reasonable accommodations by contacting Human Resources at HR@cityhall.nyc.gov.