

**IMMEDIATE OPENING**

**June 21, 2011**

**JOB TITLE:** Manager – Community & Government Relations, Atlantic Yards Project

**LOCATION:** Brooklyn State Office Building

**BASIC FUNCTION:**

The Atlantic Yards Project is a \$4 billion mixed-use development on 22 acres of land in downtown Brooklyn. The basic function of this position is to foster and manage communications and relationships with local elected officials and community groups/leaders within the Brooklyn community relating to the Atlantic Yards Project; and assist in mitigating the effects of construction by coordinating all relevant parties.

**WORK PERFORMED:**

- Manage relationships with stakeholders (elected officials, community groups, non-governmental actors) who have direct interest in the Atlantic Yards Project
- Provide strategic support, advice and positioning for the Director of the Atlantic Yards Project
- Track issues of concern and relevance to communities in the Brooklyn community for the Project, and develop creative resolutions to constituent complaints
- Work with the developer, State and City agencies as needed, to resolve community issues, under the direction of the Project Director
- Assist in development of ESD/ Atlantic Yards Project communication strategy; actively contribute to website & utilize methods of the social media
- Liaise with local community leaders and ESD
- Represent ESD at community events and meetings in the Brooklyn community
- Assist in setting up meetings with ESD staff and local elected officials & community groups
- Perform other job related duties and projects as required by the Project Director/ ESD Executive Mgmt.

**EDUCATION & REQUIREMENTS:**

- Bachelor's Degree in public policy, planning, real estate or equivalent; Master's Degree a plus
- Equivalent Experience required: 5+ years relevant experience working with elected officials, public agencies, and/or community-based organizations
- Knowledge of State and City government structure and/or processes
- Experience mediating resolutions amongst groups with diverse interests
- Demonstrated ability in problem solving
- Proficiency with MS Office Suite (Outlook, Word, Excel, Power Point)

**APPROXIMATE HIRING SALARY:** \$63,430 - \$79,288

**INQUIRE:** Send resume to: [resumes@empire.state.ny.us](mailto:resumes@empire.state.ny.us)

\*\*Please note position title in subject line of message.

**AN EQUAL OPPORTUNITY EMPLOYER**