

**Job Vacancy Notice #136-2025-645042**

<b>Civil Service Title:</b> Community Coordinator	<b>Agency Title:</b> Analyst, Planning and Outreach
<b>Title Code No.</b> 56058	<b>Salary:</b> \$70,022 per annum
<b>Location:</b> 1 Centre Street, 9th Floor North, New York, NY 10007	<b>Schedule:</b> Full-Time/5 days (35 hours) per week, eligible for up to 2 telework days per week
<b>Post Date:</b> 8/9/2024	<b>Post Until:</b> Filled

**The Agency**

The Landmarks Preservation Commission (LPC) is the largest municipal preservation agency in the nation. It is responsible for protecting New York City’s architecturally, historically, and culturally significant buildings and sites by granting them landmark or historic district status and regulating them after designation. The agency is comprised of a panel of 11 commissioners who are appointed by the Mayor and supported by a staff of approximately 80 preservationists, researchers, architects, historians, attorneys, archaeologists, and administrative employees. There are more than 38,000 designated buildings and sites in New York City, most of which are located in 158 historic districts across in all five boroughs.

Working at the Landmarks Preservation Commission provides a great opportunity to cultivate intellectual inspiration and professional development.

**The Team**

The Planning and Outreach Analyst is a key member of LPC’s leadership team who serves as the primary liaison between property owners of buildings under consideration for landmark designation and relevant community organizations, and undertakes special projects related to planning and designation initiatives. The Analyst works closely with executive leadership team, and the research and preservation departments.

**Your Impact**

The Community Outreach Coordinator supports the agency’s work related to designation of individual landmarks and historic districts.

**Your Responsibilities**

The Community Outreach Coordinator’s responsibilities include:

- corresponding with building owners and community members regarding buildings under consideration for landmark designation;
- researching planning, real estate and other issues related to buildings under consideration for landmark designation, and tracking the status of potential designations;
- arranging and attending meetings with property owners and community members;
- coordinating the review of proposed work for calendared properties and coordinating job filings with owners of calendared buildings;
- working with other city agencies on landmark designation issues;
- acting as liaison with the State Historic Preservation Office on proposed National Register nominations;
- managing the process and content for property owner mailings related to the designation process;
- drafting owner outreach materials, including informational brochures, testimony, and speeches; and

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- undertaking special projects related to planning, real estate and designation initiatives as directed by the Executive Director.

### Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to 1 & 2 above. However, all candidates must have at least one year of experience as described in "1" above.

### Preferred Skills

- Educational background in historic preservation, urban planning, real estate or related field.
- Excellent time management skills and a proven ability to meet deadlines.
- Understanding of Landmarks Preservation Commission regulations, urban planning, zoning and other New York City policies.
- Excellent written and oral communication skills, experience creating and giving presentations.
- Strong organizational skills with an ability to strategically prioritize tasks.
- Excellent computer skills including expertise and familiarity with Microsoft Office Suite. Experience with Geographic Information Systems (GIS), managing and analyzing data, and Adobe Creative Cloud experience a plus.
- Maturity and professionalism.

### How to Apply

Please submit resume and cover letter to: JobsNYC at <https://cityjobs.nyc.gov/>

### Please Note

- The Landmarks Preservation Commission will only respond to qualified candidates. While we appreciate every applicant's interest, only those under consideration will be contacted.
- If you were educated in a foreign school, you must be able to submit an evaluation of your foreign education from an approved organization.
- Final appointment is subject to approval by the Office of Management and Budget.

**LOAN FORGIVENESS:** The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with LPC qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: [Public Service Loan Forgiveness | Federal Student Aid](#)

**The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation,**



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**veteran status, gender identity, or pregnancy. LPC employees can expect to work as part of a highly engaged, passionate, and inclusive workforce where every-one's contributions are valued, respected, and make an impact on one of the best and most diverse cities in the world!**