

Special Assistant to the Executive Director Position Description

Job Title:	Special Assistant to the Executive Director	Revision Date:	
Department:	Mayor's Office of Community Empowerment and Opportunity (CEO)	Hiring Manager:	Denise M. Carter
Salary Range (optional)		Application deadline:	June 30, 2017
Position Type	Full-time Exempt		

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

The Mayor's Office of Community Empowerment and Opportunity (CEO) is the City's anti-poverty agency. Housed in the Health and Human Services Cabinet of the Managing Director's Office of the City of Philadelphia, the agency pursues two strategies:

1. Provide direct funding to support anti-poverty efforts. As Philadelphia's Community Action Agency, CEO allocates Community Services Block Grant (CSBG) to non-profit partners through performance-based contracts that increase opportunity for low-income individuals, families, and communities.
2. Implement the City's anti-poverty plan, *Shared Prosperity Philadelphia*, which focuses on five strategies — improving housing security, increasing access to public benefits and essential services, improving economic security and asset building, early learning and workforce development — by aligning the efforts of the city's public, private and non-profit stakeholders in support of ambitious goals in each of these areas. In addition, CEO serves as the lead agency for Philadelphia's Promise Zone, a place-based effort to implement these strategies in a section of West Philadelphia.

For more information, please visit www.sharedprosperityphila.org.

Position Summary

The Special Assistant to the Executive Director is a key staff position that provides high level policy research and special projects management, as well as communications support, for the Executive Director. This position works closely with the Executive Team, composed of the Executive Director, Deputy Director of Operations, and Deputy Director of Innovation, to prepare and brief these individuals in advance of meetings, and public events. The Special Assistant's research, special projects, and communications efforts also support the work of the Policy and Innovation staff in the office. The Special Assistant reports directly to the Executive Director.

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Essential Functions

The Special Assistant to the Executive Director will conduct policy research; manage special projects as assigned, and support communications work in coordination with CEO's communications vendor(s). The Special Assistant is the primary liaison to external working groups and governing bodies on behalf of the Executive Director, and must skillfully manage external communication with the Oversight Board and high-level public officials. Perform other duties as assigned.

Competencies, Knowledge, Skills and Abilities

A successful candidate should have passion for anti-poverty policy; be a self-motivated and experienced researcher; possess exceptional written and verbal communications, time management, technology, and analytical skills; have sound judgment and the ability to make reasonable decisions in the absence of direction; adaptability and strong organizational skills with the ability to prioritize.

Qualifications (Education and Experience)

Candidates should have a Bachelor degree or equivalent required; Master's degree preferred; 3+ years or more in a fundraising, research, communications, or similar position; adept at Microsoft Office, especially Outlook, Word, Excel, and PowerPoint.

Additional Information

Applicants should email the following items to Denise.Carter@phila.gov, as one combined PDF document: cover letter, resume, four professional references, and a two-page writing sample. No phone calls please.

Salary commensurate with experience. Successful candidate must be a city of Philadelphia resident within six months of hire. Excellent benefits.

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