

**MANHATTAN COMMUNITY BOARD SIX  
JOB VACANCY NOTICE**

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| <b>CIVIL SERVICE TITLE: Community Associate</b>                              | <b>OFFICE TITLE: Community Associate</b>  |
| <b>DIVISION/WORK UNIT: Manhattan Community Board Six</b>                     | <b>SALARY: \$38,333 - \$43,000<br/>commensurate with education &amp; experience</b> |
| <b>HOURS: 9:00 AM – 5:00 PM<br/>Evening work hours occasionally required</b> | <b>WORK LOCATION : 211 East 43<sup>rd</sup> Street</b>                              |

**JOB DESCRIPTION**

Manhattan Community Board Six (CB6) is a small government agency of the City of New York. CB6 serves an advisory role in reviewing land use and zoning matters, the City Budget, municipal service delivery, liquor licenses, and other matters in Manhattan Community District Six (CD6), an area on the east side of Manhattan from 14th to 59th Streets, from the East River to Lexington Avenue, and extending west to Madison Avenue between 34th and 40th Streets. CB6 works closely with city agencies, elected officials, businesses, community groups, and community residents to ensure safety and quality of life for all who live, work, and visit the district. CB6 accomplishes this work through a volunteer board consisting of 50 appointed members who live or work in CD6. As CB6 must address a multitude of disparate issues, its work is delegated to its various committees, which each address specific topics of community concern. The work of the committees is taken up at a monthly meeting of the full board, where the Board votes on the committees' recommendations. The CB6 District Office, headed by the District Manager, assists the 50-member board in its duties and acts as the community's and the Board's liaison to the city government.

The Community Associate works closely with the District Manager and committee Chairs to support the Board's functioning and administration. Responsibilities include, but are not limited to:

- Providing administrative, clerical, and research support to the district office and committees
- Fielding phone calls and emails from city agencies, elected officials' offices, and the public
- Working toward the resolution of constituent complaints
- Drafting a monthly newsletter
- Updating the CB6 website and social media accounts
- Attending meetings and taking notes/minutes and providing support
- Assisting with the logistical and administrative preparation for meetings

**MINIMUM QUALIFICATIONS**

1. High school diploma or equivalent and three years of experience in community work or community-centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to #1 above.

### **PREFERRED/QUALIFICATIONS/SKILLS/EXPERIENCE**

- Baccalaureate degree
- Excellent writing ability
- Excellent verbal and interpersonal skills
- Excellent computer and internet skills
- Ability to work independently while also remaining self-motivated, meticulous, and organized
- Comfortable handling multiple projects with varying deadlines
- Excellent customer service skills on the phone, by email, and in person
- An ability to think about and solve problems creatively and intelligently
- Strong research skills and ability to find out the answer to something you don't know
- Understanding of, and strong interest in, city government and its functions.
- Familiarity with the issues facing communities within the boundaries of CD6
- Proficiency using WordPress and MailChimp.
- InDesign or other design experience for making flyers is a plus, but not required.

### **TO APPLY**

Interested candidates must complete both of the following steps:

1. Submit a cover letter and resume in a single PDF file to: [jobs@cbsix.org](mailto:jobs@cbsix.org) with "CB6 Community Associate" in the subject line.
2. Apply for the position on the NYC Careers Website:
  - City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess> and clicking on Recruiting Activities/Careers and searching for Job ID# 435321
  - Non-City Applicants may apply by going to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and searching for Job ID#435321

Only candidates being considered will be contacted.

New York City residency is required within 90 days of appointment.

The City of New York is an Equal Employment Opportunity Employer. Manhattan Community Board Six is committed to engaging a diverse workforce. People of color, women, LGBT people, veterans, and people with disabilities are encouraged to apply.

**Post Date: February 25, 2020**