

**MANHATTAN COMMUNITY BOARD #8  
JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE: Community Associate</b>	<b>OFFICE TITLE: Community Associate</b>
<b>DIVISION/WORK UNIT: Manhattan Community Board #8</b>	<b>SALARY: \$38,333 – 42,000 Annual</b>
<b>HOURS: 9:00 am – 5:00 pm</b> Evening and weekend work hours may be required	<b>WORK LOCATION : 505 Park Avenue</b> <b>Suite #620, New York, NY</b>

**JOB DESCRIPTION**

Manhattan Community Board 8 is a city agency, representing the Upper East Side and Roosevelt Island. The Board plays an advisory role on a wide range of issues affecting this district. The Community Board office plays a support role for the all-volunteer Board and assists local residents, businesses and institutions with municipal service delivery complaints. As a staff member, the Community Associate’s responsibilities include but are not limited to:

- Assist in the administration of the Board Office at the direction of the District Manager
- Responding to and resolving constituent service requests, working with government agencies, offices of elected officials, community organizations, residents & businesses
- Representing CB 8 at meetings, conducting community outreach, promoting government services, organizing events, providing summaries of key issues and recommendations
- Working on projects that advance district service and quality of life goals, providing status reports and trend analysis
- Providing administrative support to the Board and members
- Attending monthly Full Board, Land Use and Committee Meetings as assigned by the District Manager.
- Experience with entering data on website using WordPress
- Responsible for taking monthly committee minutes
- Other duties assigned by District Manager

**MINIMUM QUALIFICATION REQUIREMENTS**

1. High school graduation 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**

- BA or BS degree
- Experience or demonstrated interest in government, public policy, and urban affairs
- Experience in research and / or community development
- Excellent written and verbal communications skills
- Excellent computer and web skills
- Experience with social media and collaboration tools
- Excellent organizational, analytical and critical thinking skills
- Experience in working with community groups or small team
- Detailed oriented, enjoy interacting with people on a daily basis
- Ability to adapt to change in a fast-paced environment, like being part of a team
- Passionate about public service and helping others
- Knowledge of Land Use, Vendor and Zoning regulations

**TO APPLY**

**Interested candidates must do the following steps:**

- Submit an appropriate cover letter and resume in a Microsoft Word or PDF format to: [info@cb8m.com](mailto:info@cb8m.com) with **“Community Associate”** in the subject line **AND** apply for position on the **NYC Careers Website**:
- City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>, Click on Recruiting Activities/Careers and search for **Job Id#431499**
- Non-City Applicants may apply by going to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for **Job Id#431499**

**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**

POSTING DATE: 1/31/2020