

**MANHATTAN COMMUNITY BOARD #10  
JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE: Community Assistant</b>	<b>OFFICE TITLE: Community Assistant</b>
<b>DIVISION/WORK UNIT: Manhattan Community Board #10</b>	<b>SALARY: \$37,398.00- \$42,191.00</b>
<b>HOURS: 9:00 am – 5:00 pm Evening and weekend work hours will be required</b>	<b>WORK LOCATION : 215 West 125<sup>th</sup> Street, 4<sup>th</sup> Floor New York, NY</b>

**As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.**

**JOB DESCRIPTION**

Manhattan Community Board 10 is a City agency, covering Central Harlem. Through its 50-member volunteer board and three (3) staff members, the Community Board engages in various outreach activities to better the quality of life of community residents, has an advisory role in the City’s land use review process, annual budget, and delivery of municipal services and is an active participant in most large-scale development proposals and planning activities. We are currently seeking one (1) full-time Community Assistant to work in the Board’s Central Harlem office to assist all constituents and handle public inquiries, phone calls, and emails. **The Community Assistant’s responsibilities include, but are not limited to the following:**

- Greet constituents/visitors
- Assist with preparation for community board meetings, events and administer meeting reminders
- Open community board office, answer telephone and direct calls to staff
- Provide general administrative and clerical support and conduct occasional filing and scheduling
- Oversee all mail and deliveries
- Maintain Community Board monthly calendar
- Prepare faxes, copies, letters, and documents for office and community board meetings
- Support updates and maintenance of Community Board 10 website as needed
- Attend Monthly General Board meetings, Community meetings, Committee meetings and events as required
- Perform community engagement and outreach

**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**

- Baccalaureate Degree
- Two (2) years relevant administrative experience
- Excellent customer service skills
- Attention to detail
- Excellent verbal and written communication skills
- Information management /computer skills
- Organization/planning

## **TO APPLY**

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

1. Submit an appropriate cover letter and resume in a Microsoft Word or PDF format to:  
[CB10searchcommittee2018@gmail.com](mailto:CB10searchcommittee2018@gmail.com) "**Community Assistant**" in the subject line **AND**
2. 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# 543613**
  - Non-City Applicants may apply by going to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for **Job ID#543613**

## **ADDITIONAL INFORMATION**

Submission of an application package is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

New York City residency is required within 90 days of appointment

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at [nyc.gov/studentloans](http://nyc.gov/studentloans).

The City of New York and the Manhattan Borough President's Office 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, veteran status, gender identity, or pregnancy.