

**MANHATTAN COMMUNITY BOARD #12
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: : Community Associate	OFFICE TITLE: Community Associate
DIVISION/WORK UNIT: Manhattan Community Board #12	SALARY: \$37,217 - \$45,000 (Annual)
HOURS: 9:00 am – 5:00 pm Evening and weekend work hours may be required	WORK LOCATION : 530 W 166th Street, New York, NY 10032

JOB DESCRIPTION

Community Board #12, Manhattan, is city agency that represents Washington Heights and Inwood. The Board plays an advisory and planning role on a wide range of issues. The Community Board office supports the mission of an all-volunteer Board - composed of 50 members. The Board assists local residents, businesses and institutions with municipal service delivery requests or concerns and responds to a broad range of community needs and issues. The ideal candidate should enjoy interacting with people on a daily basis, be able to adapt to change in a fast-paced environment, enjoy being part of a team, and be passionate about public service and fair in helping others within city guidelines. The Community Associate’s responsibilities include, but are not limited to:

PRIMARY RESPONSIBILITIES:

- Serve as one of the faces of the Community Board meet and greet constituents, elected officials, and other visitors to the Board offices
- Promptly respond to inquiries and request of service in person, telephone, email and written correspondence, familiarity with office equipment, filing, copiers/fax, projectors, and live streaming video.
- Assist with preparation of materials and friendly reminders for Community Board meetings and other events
- Process, organize and keep detailed track of liquor license applications and maintain effective contact.
- Follow up on assigned tasks and be a self-starter
- Perform routine office, administrative tasks/duties and some facility maintenance
- Maintain the Community Board’s monthly calendar and support the Board’s website and social media
- Engage in some community outreach and site visits
- Demonstrate professional growth during the period of employment

PREFERRED QUALIFICATIONS

- Baccalaureate Degree or two (2) years relevant administrative experience
- Excellent customer service and communication skills
- The ability to organize, plan, multitask and pay attention to detail and complete projects
- Demonstrated excellent verbal, critical writing and information management/computer skills including Microsoft Office (Word, Excel, Outlook, Publisher and PowerPoint) –the ability to read, logically analyze and review documents, beyond the standard cut and paste operations. Database skills helpful.
- Bilingual skills a plus (Spanish), but not necessary

TO APPLY

Interested candidates must do the following steps:

1. Submit a cover letter and resume by regular U. S. Mail to Community Board 12-Manhattan, 530 W. 166th St. – Room 6-A, New York, NY 10032
Add “Community Associate” on the top right corner of the cover letter, résumé and to lower right corner of the envelope AND
2. **Non-City Employees:** Apply to the position on the NYC Careers website click, <https://a127-jobs.nyc.gov> and search for **Job ID#388108**
City Employees: Apply via Employee Self-Service (ESS). Click on recruiting Activities>Careers and search for **Job ID#388108**

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