

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

CIVIL SERVICE TITLE: Community Coordinator	OFFICE TITLE: Community Coordinator
DIVISION/WORK UNIT: Manhattan Community Board 10	SALARY: \$60,000 - \$65,000
HOURS: 9:00 AM – 5:00 PM Evening and weekend work hours required	WORK LOCATION: 215 West 125th Street, 4th Floor, NY, NY 10027

JOB DESCRIPTION

Manhattan Community Board 10 is a City agency, covering Central Harlem. Through its 50-member volunteer board and two (2) 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 Coordinator who will report to the District Manager at the Board’s Central Harlem Office.

The Community Coordinator’s responsibilities include, but are not limited to the following:

- Monitor community conditions and supervise the preparation of monthly status reports, supervise business license and landmarks applications,
- Facilitate the review, approval and filing of Street Activity Permits
- Facilitate the review, and filing of liquor/sidewalk café license applications
- Handle citizen complaints from intake to resolution
- Directs tenant activity programs in projects; plans and coordinates activities to improve tenant-management relations and to improve and encourage participation from the community; coordinates contacts with residents of projects and the surrounding neighborhood to elicit their support and participation in group recreation activities.
- Participates in a community development program.
- Provides and improves community services by performing liaison functions including improving communication between city agencies, community organizations and groups, and the individuals they represent and service.
- Write, manage and post all digital content across channels including (but not limited to) website, email blasts, Twitter, Facebook, Instagram, YouTube
- Facilitate online community engagement (respond to constituent issues, answer questions, connect organizations and individuals to the appropriate staff) ensuring transparency and two-way communication between the office and the public
- Liaise with office’s events and community affairs teams to promote upcoming events and engagements, targeting appropriate constituents
- Attend monthly community meetings
- “Speak social” to those with less experience in social media realm- i.e. a strong responsibility and desire to teach other how these tools can be used
- Stay up to-to-date with the latest developments in digital media technology and online activism.
- Participating in full board meetings and in committee meetings as needed, including evening meetings and weekend events
- Training Interns on specific job functions.
- Writes letters & resolutions in support of CB 10 positions.
- Oversees assigned committees

For further information, please visit the Community Board 10 website: www.nyc.gov/mcb10

MINIMUM QUALIFICATIONS

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. A four year high school diploma, or its equivalent, and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

PREFERRED SKILLS/ABILITIES

- Baccalaureate Degree
- Excellent customer service skills
- Attention to detail
- Excellent verbal and written communication skills
- Information management /computer skills
- Organization/planning
- Bilingual is a plus

TO APPLY

Interested candidates should apply by doing the following. Please complete step 1 and 2.

1. Submit an appropriate cover letter and resume in a Microsoft Word or PDF format to: cb10searchcommittee2018@gmail.com with "**Community Coordinator**" in the subject line **AND**
2. Apply for position on the **NYC Careers Website** at <https://a127-jobs.nyc.gov> and search for **Job ID#385665**

Only candidates being considered will be contacted.

New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for two (2) continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

The City of New York is an Equal Employment Opportunity Employer