

**MANHATTAN BOROUGH PRESIDENT'S OFFICE
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: Community Associate	OFFICE TITLE: Scheduling Assistant
DIVISION/WORK UNIT: Scheduling Unit	SALARY: \$50,000.00 Annually
WORK HOURS: 35 Hours per week. Evening and weekend work may be required.	WORK LOCATION: David N. Dinkins Municipal Building 1 Centre Street, 19 th Floor, New York, NY 10007

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

The Manhattan Borough President seeks a Scheduling Assistant to be part of an energetic, collaborative, and innovative team. This position will report to the Director of Scheduling. Candidates must have excellent time management skills.

Responsibilities include, but are not limited to:

- Confirms appointments and events for the Borough President and two Deputy Borough Presidents
- Enters meeting and event information into scheduling database
- Performs administrative and scheduling tasks as directed by the Director and Deputy Director of Scheduling
- Monitors general Scheduling email inbox
- Monitors the Borough President's email inbox
- Opens and sorts mail sent to Borough President and distributes to appropriate staff
- Assists the Borough President with special tasks, as needed
- Provides reception coverage
- Occasionally, accompanies the Borough President and/or Deputy Borough Presidents to events

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 an equivalent to #1 above.

PREFERRED SKILLS

- Excellent time management skills
- Strong verbal and written communication skills
- Ability to prioritize assignments independently
- Be extremely organized and have the ability to complete multiple assignments in a timely manner
- Bachelor's Degree preferred

TO APPLY

Interested candidates must do the following steps:

- Submit an appropriate cover letter and resume in a Microsoft Word or PDF format to: resumes@manhattanbp.nyc.gov with “**SCHEDULING ASSISTANT**” 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# 553493**
- Non-City Applicants may apply by going to www.nyc.gov/careers/search and search for **Job Id# 553493**

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.

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.

POST DATE: 9/30/2022