

CITY OF NEW YORK
Brooklyn Community Board #15
JOB VACANCY NOTICE

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| Civil Service Title: Community Assistant Title Code: 56056 | Salary: \$35,536 (New Hire) - \$40,866.00 (Incumbent) with Comprehensive Benefits Package Full-Time |
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Brooklyn Community Board #15 represents the neighborhoods of Sheepshead Bay, Manhattan Beach, Gerritsen Beach, Kings Highway, Madison, Homecrest, Plumb Beach and East Gravesend. The Community Board office assists residents with municipal service delivery requests, community concerns and issues. We are looking to hire a Full-Time Community Assistant, to report for in-office work, available during business hours Monday – Friday – 9:00 AM to 5:00 PM, for 5 days a week for various assignments in a small office located inside Kingsborough Community College, 2001 Oriental Boulevard, Room C124, Brooklyn, NY 11235. Requiring some night meetings. Must be able to attend monthly General Board Meetings and other Meetings and Events as assigned by the District Manager.

Specific duties may include, but are not limited to:

- Answering phones and taking accurate messages
- Assisting with the preparation of informational packages for meetings
- Working on projects that advance district service and quality of life goals, providing status reports
- Constituent Services, responding and resolving constituent service requests
- General office administrative tasks, but not limited to emailing, maintaining website updates, filing, general correspondence, and bookkeeping functions.

QUALIFICATION REQUIREMENTS

- 1) A Baccalaureate Degree from an accredited college is preferred with (2) two years of full-time satisfactory experience in community work, public administration, or related fields, of which (1) year must have been in administrative capacity **or**
- 2) An Associate Degree from an accredited community college is preferred with (4) years of full-time satisfactory experience in community work, public administration, or related fields, of which (2) years must be in an administrative capacity **or**
- 3) A four-year high school diploma with six (6) years of full-time satisfactory experience in community work, public administration, or related fields.

PREFERRED SKILLS

1. Excellent Writing skills
2. Experience using Adobe Acrobat, Microsoft Word, PowerPoint, and Excel
3. Strong Administrative and Organizational Skills
4. Computer/social media and web posting skills
5. Passionate about Public Service and helping others

TO APPLY, PLEASE SUBMIT RESUME TO:

Ms. Laura Singer, District Manager
Brooklyn Community Board # 15
C/o Kingsborough Community College
2001 Oriental Boulevard
Brooklyn, New York 11235
Email: lasinger@cb.nyc.gov

POST DATE: August 14, 2023

POST UNTIL: Filled

485-19-001