

CITY OF NEW YORK
Brooklyn Community Board #10
JOB VACANCY NOTICE

Civil Service Title: Community Associate

Title Code: 56057

Part time salary: 22 hours a week

New Employees - \$22.93

Employees w/2yrs. - \$26.37 per hour

City Service

Brooklyn Community Board #10 seeks to hire a part-time Community Associate to assist in the administrative operations of the District Office including preparing Board Meeting minutes. May need to attend occasional evening meetings. The position will require working 22 hours per week. Computer and writing skills essential.

Under the supervision and direction of the District Manager, the Community Associate supports the Community Board and various District Office functions, including but not limited to the following:

- Triage and resolve incoming resident, applicant, and constituent service inquiries, liaising with various City agency and City Council offices as appropriate
- Maintain District files, logs, and records as required by law
- Assist with scheduling and organizing Board and Committee meetings
- Assist with updating website content
- Draft letters and public notices
- Assist with NYC Financial Management System (FMS) transactions
- Conduct research and analysis to support Board Actions, proposals, and advisory memos

QUALIFICATION REQUIREMENTS

The candidate must be able to work in a fast-paced environment with the ability to multi-task. Candidate must possess strong interpersonal and communication skills to interact regularly with residents as well as representatives of various city agencies.

PREFERRED SKILLS

1. Excellent Writing skills
2. Experience using Microsoft Word, PowerPoint and Excel
3. Strong Administrative Skills
4. Organizational Skills
5. Ability to transcribe minutes
6. Strong interpersonal skills
7. Ability to multi-task
8. The ability to work independently
9. Computer/Social Media and Web posting skills

TO APPLY

Email your cover letter and resumé to: bk10@cb.nyc.gov with “Community Associate” in the subject line.

Mail resume and cover letter to: Ms. Beckmann, District Manager Brooklyn Community Board # 10
8119 5th Avenue Brooklyn, New York 11209

The City of New York 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. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to apply for a job because of your disability.

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 deemed to be in compliance with the residency requirement if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County

POST DATE: August 25, 2023

POST UNTIL: Filled

480-23-001