

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

CIVIL SERVICE TITLE: Community Assistant	OFFICE TITLE: Community Assistant
DIVISION/WORK UNIT: Manhattan Community Board #12	SALARY: \$20.19 per hour
HOURS: 21 hours per week	WORK LOCATION: 530 W 166th St #1, New York, NY 10032

JOB DESCRIPTION

Community Board 12 Manhattan (CB12M) represents Washington Heights/Inwood. Community Boards are independent government agencies that assist residents, small businesses, and local institutions by representing and advocating for the quality of life and needs of all in the district. To learn more about CB12M, visit <https://cbmanhattan.cityofnewyork.us/cb12/>.

The Community Assistant will support the Community Board by creating and implementing community engagement strategies that better connect members of the district, especially priority populations, with the services and resources of CB12M.

RESPONSIBILITIES:

- Planning and conducting community engagement activities throughout the district to increase awareness of and community participation at CB12M meetings and events
- Assist in scheduling and coordinating community site visits in collaboration with District Manager to resolve community concerns and improve city agency service delivery
- Facilitate partnerships with CB12M by meeting with local organizations and key stakeholders
- Conduct site visits, verifications, and disseminate information for CB1M permit and license recommendations including but not limited to liquor, cannabis, livery, outdoor dining, street co-naming and street activity permits
- Refer community organizations and residents as needed to CB12M resources
- Maintain accurate and timely reporting of all community engagement activities, outcomes and other metrics as determined by District Manager
- Represent CB12M at in-person or virtual events to build awareness of CB12M events and resources
- Assist with routine office, administrative tasks and some facility maintenance for CB12M events as needed
- Follow up on assigned tasks and be a self-starter
- Demonstrate professional growth during the period of employment
- Other duties as assigned

PREFERRED QUALIFICATIONS

- High school graduation or equivalent
- Able to conduct street-based outreach and provide services in various field settings
- Fluency in Spanish
- Prior experience conducting street outreach and community engagement
- Knowledge and familiarity with the Washington Heights/Inwood communities
- Ability to engage and successfully work with diverse individuals in a linguistically/culturally informed manner.
- This role requires a flexible schedule and may include nights and weekends based on events and outreach activities
- Ability to travel locally and carry up to 10lbs

TO APPLY

Interested candidates must do the following steps:

Send your resume and cover letter to cb12m@cb.nyc.gov. All emails must have PT- Community Assistant as the subject line, and add PT-Community Assistant on top right corner of your resume and cover letter, **AND** apply for position on the **CITYJOBS Website**:

1. Non-City Employees: Apply by going to <https://cityjobs.nyc.gov> and search for **Job ID# 610509**
2. City Employees: Apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>, Click on Recruiting Activities/Careers and search for **Job ID# 610509**

Only candidates being considered will be contacted.

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 www.nyc.gov/studentloans

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.