

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

CIVIL SERVICE TITLE: Community Associate	OFFICE TITLE: Community Associate
DIVISION/WORK UNIT: Manhattan Community Board #12, M	SALARY: \$45,000 plus benefits
HOURS: 9:00 am – 5:00 pm Some evening work hours are required	WORK LOCATION: 530 West 166 Street, NY, NY 10033

JOB DESCRIPTION

Community Board #12, Manhattan, is a city agency representing Washington Heights and Inwood. The Board plays an advisory and planning role on a wide range of issues. The Community Board office supports the mission of an all-volunteer Board - composed of 50 members. The Board assists residents, businesses, and institutions with municipal service delivery requests or concerns and responds to a broad range of community needs and issues.

The ideal candidate should enjoy interacting with people daily, be able to adapt to change in a fast-paced environment, enjoy being part of a team, and be passionate about public service and helping others within city guidelines. The Community Associate's responsibilities include, but are not limited to:

- Assist in the administration and clerical support of the Board Office at the direction of the Assistant District Manager, including, but not limited to, filing, scheduling, answering and directing calls, drafting letters and promotional materials, and posting public notices.
- Serve as one of the faces of the community Board meet and greet constituents, elected officials, and other visitors to the board office
- Manage the general inbox and resolve constituent service requests, working with government agencies, offices of elected officials, community organizations, residents & businesses
- Lead content updates on the website and social platforms to ensure reach across the district
- Assist in preparing and setting up for Committee Meetings, and Full Board meetings including agendas, attendance, materials to be discussed, create meetings in the Zoom Platform, and streaming meetings in CB #12, M YouTube Channel, CB #12, M Facebook Page.
- Representing CB # 12, M at meetings, conducting community outreach, promoting government services, organizing events, providing summaries of key issues and recommendations
- Support the maintenance of an organized and hygienic office space welcoming all guests
- Other duties assigned by the Assistant District Manager

MINIMUM QUALIFICATIONS

1. High school graduation or equivalent and three years of experience in community work or community-centered activities in an area related to duties described above; or
2. Baccalaureate Degree and/or experience equivalent to #1
3. Excellent customer service and communication skills
4. Demonstrated information management/computer skills including Microsoft 365, Zoom, and Adobe. Database skills are a bonus
5. Fluency in Spanish

PREFERRED QUALIFICATIONS

- Knowledge of and familiarity with the Washington Heights/Inwood community
- Experience with content development for social media and websites
- Passionate about public service and helping others
- Ability to adapt to change in a fast-paced environment
- Detailed-oriented, enjoys interacting with people daily
- Experience in working with community groups or on a small team

TO APPLY

Interested candidates must do the following steps:

1. Submit a cover letter and resume by regular U. S. Mail to Community Board 12-Manhattan, 530 W. 166th St. – Room 6-A, New York, NY 10032

Add “Community Associate” on the top right corner of the cover letter, résumé and to the lower right corner of the envelope AND

2. **Non-City Employees:** Apply to the position on the NYC Careers website click, <https://a127-jobs.nyc.gov> and search for **Job ID XXXXXXXXX**

City Employees: Apply via Employee Self-Service (ESS). Click on Recruiting Activities>Careers and search for **Job ID#XXXXXXXXXX**

Only candidates being considered will be contacted

New York City residency is required within 90 days of appointment.

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