

# MANHATTAN COMMUNITY BOARD #8

## JOB VACANCY NOTICE

<b>CIVIL SERVICE TITLE: Community Associate</b>	<b>OFFICE TITLE: Community Associate</b>
<b>DIVISION/WORK UNIT: Manhattan Community Board #8</b>	<b>SALARY: \$42,500 - \$45,000</b>
<b>HOURS: 9:00 am – 5:00 pm</b> Evening work hours are required	<b>WORK LOCATION: 505 Park Avenue</b> Suite #620, New York, NY
<p style="text-align: center;"><b><u>JOB DESCRIPTION</u></b></p> <p>Manhattan Community Board 8 is a city agency, representing the Upper East Side and Roosevelt Island. The Board plays an advisory role on a wide range of issues affecting this district. The Community Board office plays a support role for the all-volunteer Board and assists local residents, businesses, and institutions with municipal service delivery complaints. As a staff member, the Community Associate’s responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Assist in the administration of the Board Office at the direction of the District Manager</li> <li>• Provide administrative and clerical support including, but not limited to, filing, scheduling, answering and directing calls, drafting letters and promotional materials, and posting public notices</li> <li>• Responding to and resolving constituent service requests, working with government agencies, offices of elected officials, community organizations, residents &amp; businesses</li> <li>• Representing CB 8 at meetings, conducting community outreach, promoting government services, organizing events, providing summaries of key issues and recommendations</li> <li>• Working on projects that advance district service and quality of life goals, providing status reports and analysis</li> <li>• Providing administrative support to the Board and members</li> <li>• Attending monthly Full Board, Land Use and Committee Meetings as assigned by the District Manager.</li> <li>• Responsible for overseeing monthly committee materials, including agendas, applicant materials, minutes, and resolutions</li> <li>• Other duties assigned by District Manager</li> </ul>	
<p style="text-align: center;"><b><u>MINIMUM QUALIFICATIONS</u></b></p> <ol style="list-style-type: none"> <li>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</li> <li>2. Education and/or experience which is equivalent to "1" above.</li> </ol>	
<p style="text-align: center;"><b><u>PREFERRED SKILLS</u></b></p> <ul style="list-style-type: none"> <li>• BA or BS degree</li> <li>• Experience or demonstrated interest in government, public policy, constituent service, and urban affairs</li> <li>• Experience in research and / or community development</li> <li>• Excellent written and verbal communications skills</li> <li>• Excellent computer and web skills, including Microsoft Office, Google Suite, Canva, Mailchimp, Trello, etc.</li> <li>• Experience with entering data on websites using WordPress.</li> <li>• Experience with social media and collaboration tools</li> <li>• Excellent organizational, analytical, and critical thinking skills</li> <li>• Experience in working with community groups or on a small team</li> <li>• Detailed oriented, enjoy interacting with people on a daily basis</li> <li>• Ability to adapt to change in a fast-paced environment, likes being part of a team</li> <li>• Passionate about public service and helping others</li> <li>• Knowledge of NYC Landmarks, Street Activity, Liquor License, Land Use, Vendor and Zoning regulations</li> </ul>	

### **TO APPLY**

#### **Interested candidates must do the following:**

Submit an appropriate cover letter and resume in a Microsoft Word or PDF format to: [info@cb8m.com](mailto:info@cb8m.com) with **"Community Associate"** in the subject line **AND** apply for position on the **CITYJOBS 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# 637276**
- Non-City Applicants may apply by going to <https://cityjobs.nyc.gov> and search for **Job ID#637276**

### **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](http://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.