

**MANHATTAN COMMUNITY BOARD #8
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: Community Assistant	OFFICE TITLE: Community Assistant
DIVISION/WORK UNIT: Manhattan Community Board #8	Compensation: \$19/hour; excellent benefits
HOURS: Part time - 21 hours per week Tuesday, Wednesday and Thursday 9am – 5pm	WORK LOCATION : 505 Park Avenue Suite #620, New York, NY

JOB DESCRIPTION

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:

- Assist in the administration of the Board Office at the direction of the District Manager
- Provide administrative and clerical support including, but not limited to, filing, scheduling, as well as answering and directing calls, drafting letters, and posting public notices
- Responding to and resolving constituent service requests, working with government agencies, offices of elected officials, community organizations, residents & businesses
- Representing CB 8 at meetings, conducting community outreach, promoting government services, organizing events, providing summaries of key issues and recommendations
- Working on projects that advance district service and quality of life goals, providing status reports and analysis
- Attending monthly Full Board, Land Use and Committee Meetings as assigned by the District Manager.
- Experience with entering data on website using WordPress
- Other duties assigned by District Manager

PREFERRED QUALIFICATIONS

- BA or BS degree
- Experience or demonstrated interest in government, public policy, and urban affairs
- Experience in research and / or community development
- Excellent written and verbal communications skills
- Excellent computer and web skills
- Experience with MS Office, Google Docs, social media, and other digital collaboration tools
- Excellent organizational, analytical and critical thinking skills
- Experience in working with community groups or small team
- Detailed oriented, enjoy interacting with people on a daily basis
- Ability to adapt to change in a fast-paced environment, like being part of a team
- Passionate about public service and helping others
- Knowledge of Land Use, Vendor and Zoning regulations

TO APPLY

Interested candidates must do the following steps:

- Submit an appropriate cover letter and resume in a Microsoft Word or PDF format to: info@cb8m.com with **"Part-time Community Assistant"** in the subject line **AND** apply for position on the **NYC Careers 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#369120
- Non-City Applicants may apply by going to www.nyc.gov/careers/search and search for Job ID#369120

Only candidates being considered will be contacted

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

The City of New York is an Equal Employment Opportunity Employer