

**MANHATTAN COMMUNITY BOARD #9
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: Community Associate	OFFICE TITLE: Community Associate
DIVISION/WORK UNIT: Manhattan Community Board #9	Compensation: \$42,500
HOURS: 10:00 am – 6:00 pm Evening and weekend work hours may be periodically needed	WORK LOCATION: 16-18 Old Broadway New York, NY 10027

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

JOB DESCRIPTION

Manhattan Community Board 9 is a city agency, representing the West Harlem neighborhoods of Morningside Heights, Manhattanville, and Hamilton Heights/Sugar Hill. 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 Assistant’s responsibilities include but are not limited to:

- Assist in the administration of the Board Office (in person) 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, translating flyers, and posting public notices throughout the community
- Assist in conducting research to support Board budget, land use, and programmatic proposals
- Responding to and resolving constituent service requests, working with government agencies, offices of elected officials, community organizations, residents & businesses
- Representing CB 9 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
- Assist with updating Community Board website content and Google Calendar
- Assist with setting up and managing Zoom meetings and other video conferences and related live streaming events
- Other duties assigned by District Manager

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent and three years of experience in community work, issue research or advocacy, or community-centered activities in an area related to duties described above; OR
2. Education and/or experience which is an equivalent to #1 above.

PREFERRED QUALIFICATIONS

- Experience or demonstrated interest in government, public policy, and/or urban affairs
- Experience in research and / or community development
- Experience or willingness to learn online research regarding urban populations and statistics, especially experience using or willingness to learn Census data, NYC Open Data, and/or ACRIS or BIS data for land use and buildings
- Excellent written and verbal communications skills
- Proficiency in spoken and written Spanish is a plus
- Excellent computer and web skills
- Experience with MS Office, Google Docs, social media, WordPress, and other digital collaboration and translation tools
- Excellent organizational, analytical and critical thinking skills
- Experience in working with community groups or small teams
- Detailed oriented and accustomed to proof-reading and editing work
- Enjoys interacting with people on a daily basis and able to maintain pleasant or diplomatic demeanor in difficult situations
- Ability to adapt to change in a fast-paced environment, and enjoys being part of a team
- Passionate about public service and helping others
- Knowledge of or willingness to learn NYC regulatory policies

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@cb9m.org with “**Community Associate**” 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#
- Non-City Applicants may apply by going to www.nyc.gov/careers/search and search for Job ID#

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