

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

CIVIL SERVICE TITLE: Community Associate	OFFICE TITLE: Community Associate
DIVISION/WORK UNIT: Manhattan Community Board #9	Compensation: \$43,143.00 Annually
HOURS: 10:00 am – 6:00 pm Evening and weekend work hours may be periodically needed	WORK LOCATION: 3291 Broadway New York, NY 10027

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 Associate’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 daily 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 **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# 681727**
- Non-City Applicants may apply by going to <https://cityjobs.nyc.gov> and search for **JOB ID# 681727**

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.

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.