



## **Bronx Community Board No. 8**

5676 Riverdale Avenue – Suite 100

Bronx, NY 10471

### **POSITION AVAILABLE: COMMUNITY ASSOCIATE**

Salary Range: \$35,683-\$59,385 (\*)

Division/Work Unit: Bronx Community Board No. 8

Bronx Community Board No. 8 is a New York City agency established to identify the needs of our community and advocate through city government to meet those requirements. In addition, we are empowered through the New York City Charter to make decisions on land use, budgets, public policy and to monitor city services. The Board is composed of appointed members who represent different areas of our district, which includes Fieldston, Kingsbridge, Kingsbridge Heights, Marble Hill, Riverdale, Spuyten Duyvil and Van Cortlandt Village.

#### **Duties and Responsibilities**

The Community Associate, under supervision and direction of the District Manager, assists in resolving community issues, supports the Board Officers, Committee Chairs and Members and is responsible for various administrative tasks. Responsibilities include, but are not limited to the following:

- Receive, process, follow-up and track service and quality of life complaints, working with resident/business/organization and agency liaisons
- Work closely with committee chairs on routine assignments, such as applications, agendas and reviewing meeting minutes in a timely fashion
- Log invoices and process the corresponding payment documents into the city Financial Management System (FMS) for approval and assist in maintaining financial records
- Assist with preparation of monthly board calendar and monthly newsletter
- Respond to information requests from the Board and the public
- Monitor and respond to emails and other office correspondence
- Coordinate postings to Board website with IT (DoITT) and social media sites
- Perform assigned tasks to provide necessary and important community services
- Maintain Community Board files and records in both paper and electronic form
- Attend 1-2 monthly Board meetings and selected committee meetings, which are normally scheduled in the evening, as well as other occasional evening and weekend events and meetings
- Take minutes of selected monthly meetings and submit draft in a timely fashion
- Perform other general and miscellaneous tasks to support the mission and work of the Board and District Manager
- Must be able to travel locally and attend 1-2 monthly evening meetings

## **Required Qualifications**

- High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to the duties described above.

## **Important Skills**

- Cultural sensitivity and competency for a diverse population
- Bilingual (English/Spanish) a plus
- Interest, familiarity and experience with the Community Board and government operations
- A history of strong organizational skills
- Takes initiative, uses sound judgement and demonstrates service orientation
- Excellent oral and written communications skills
- Computer proficiency in MS Office, Google Drive, Social Media
- The ability to manage multiple projects and meet strict deadlines

(\*) **Salary Note (2018):** for employees with two or more years of continuous city service, the minimum starting salary is \$41,036

## **To Apply**

**EMAIL** your cover letter and résumé to: [bxcb08@gmail.com](mailto:bxcb08@gmail.com) no later than **September 21, 2018**

**OR**

**MAIL** your cover letter and résumé by USPS mail, postmarked no later than **September 21, 2018** to:

Ciara Gannon  
District Manager  
Bronx Community Board No. 8  
5676 Riverdale Avenue, Room 100  
Bronx, NY 10471

*Please do not call or visit the Community Board office regarding your application*

- Residents of Bronx Community Board 8 are encouraged to apply
- This position is classified in the Non-Competitive Class
- For Fair Labor Standards Act purposes, this position is Exempt
- This position offers a New York City comprehensive fringe benefits package

*The City of New York and Bronx Community Board 8 are Equal Opportunity Employers*