

**CITY OF NEW YORK DEPARTMENT OF CULTURAL AFFAIRS  
CITYWIDE JOB VACANCY NOTICE  
Grant Funded One-Year Position Only**

<b>Office Title:</b> Warehouse Helper – Temporary (1) Year Position Only	<b>Salary:</b> \$12.14 – \$15.75 per hour	
<b>Civil Service Title:</b> Community Assistant (Per Diem)	<b>Work Location:</b> 33-00 Northern Blvd. 3 <sup>rd</sup> Fl., Long Island City, NY	
<b>Title Code:</b> 56056	<b>Work Unit:</b> Materials For the Arts	
<p><b>Job Description:</b></p> <p>New York City Department of Cultural Affairs in partnership with the Department of Sanitation’s Bureau of Waste Prevention, Reuse and Recycling, and the Department of Education seek a Warehouse Helper for its Materials for the Arts Program (MFTA). The Program receives material donations from private and public sectors and makes them available to New York City’s nonprofit cultural community. The program receives material donations from the private and public sector and makes these donations available to New York City’s not-for-profit arts and cultural community, and the public schools. Materials for the Arts is a waste reduction/materials donation program that processes more than \$7million dollars annually in goods to 3700 cultural organizations and arts programs at social, health and community service organizations and the NYC public schools. Typical tasks include but are not limited to the following:</p> <p>The Warehouse Helper is responsible for inventory control of donations, entry of donations into computer database, invoicing donations to recipients: handling of donations and maintaining order in the warehouse. On shopping days the Warehouse Helper will work with recipients and other MFTA staff by checking in-groups and facilitating the smooth transfer of material to said groups. Occasionally the Helper will assist the Mover Driver in picking up and transporting donations from citywide/surrounding areas, promoting the Program to donors and developing contacts at each location.</p>		
<p><b>Qualification Requirements:</b></p> <ol style="list-style-type: none"> <li>1. There are no formal education or experience requirements for this position. However, the ability to understand and carry out simple instructions is required.</li> <li>2. For certain assignments the ability to perform specific physical tasks may be required.</li> </ol> <p style="text-align: center;"><b>**New York City Residency is required within 90 days of appointment **</b></p>		
<p><b>Preferred Skills:</b></p> <p>The preferred candidate will be self-motivated with experience safely handling and moving, furniture, equipment and heavy objects with basic inventory control and computer skills. Excellent organizational, interpersonal and communication skill, as well as the ability to work productively under pressure, independently, on a task-assigned basis, and as a team member is important. The candidate must be able to deal effectively with a diverse constituency. New York State Drivers License is a plus.</p>		
<p>To apply submit resume &amp; cover letter indicating JVN# To:</p> <p style="text-align: center;"><b>Recruitment Office, NYC Department of Cultural Affairs, 31 Chambers Street, 2<sup>nd</sup> Fl., New York, NY 10007 or</b> Email to <a href="mailto:crecruit@culture.nyc.gov">crecruit@culture.nyc.gov</a> (Indicate Office Title in subject line)</p> <p style="text-align: center;"><b>The City of New York &amp; DCLA is an Equal Opportunity Employer</b></p>		
<b>Date:</b>  03-14-08	<b>Post Until:</b>  Filled	<b>JVC Number:</b>  126-08-13 MFTACA