

**MANHATTAN BOROUGH PRESIDENT'S OFFICE
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Community Associate
Title Code No.: 56057
Office Title: Community Associate
Division/Work Unit: Community Board 1
Hours/Shift: Flexible Hours
Number of positions: 1

Level: 1
Salary Range: Commensurate with Experience
Work Location: 49-51 Chambers Street

JOB DESCRIPTION

Community Board has an important New York City Charter-mandated advisory role in dealing with land use and zoning matters, the city budget, municipal service delivery and many other items relating to the welfare of those who live, work and visit our district. CB1 represents areas of Lower Manhattan generally south of Canal Street and the Brooklyn Bridge. The Community Board staff, headed by the District Manager, assists the 50-member board in its duties. The Board works closely with city agencies, elected officials, businesses, community groups and residents on a wide range of issues affecting the community to advocate for and ensure community needs are met in order to advance community goals and preserve quality of life.

Responsibilities include, but are not limited to:

- Scheduling and attending meetings, including some evening meetings/events on behalf of the Board
- Providing constituent services including keeping documentation on efforts to assist with constituents; regularly updating the District Manager on issues
- Monitoring Lower Manhattan construction projects to help maintain quality of life in the district
- Writing resolutions and other documents needed in advance and in preparation for monthly Community Board Meetings
- Managing and updating the Community Board website and social media
- Providing assistance with administrative tasks including filing, answering phones, preparing meeting materials; and special projects as needed.

MINIMUM QUALIFICATION REQUIREMENTS

1. High School graduation or equivalent and three years of experience in community work or community activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

PREFERRED QUALIFICATIONS

- Bachelor's degree.
- Experience working with city agencies, community groups, non-profit organizations and Microsoft Office Suite is preferred.
- Ability to work independently and take initiative
- Excellent organizational skills with an attention to detail
- Excellent verbal and written communication skills
- Exercises good judgment and decision making skills

RESIDENCY REQUIREMENTS

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

Send resume and cover letter by e-mail to man01@cb.nyc.gov with the subject line "CB 1 Community Associate Position

POSTING DATE: November 13, 2013	POST UNTIL: Until Filled	JVN: (341/14/001) (Agency Code/Fiscal Year/Number)
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- Manhattan Community Board 1 is an Equal Employment Opportunity Employer.-