

**Community Assistant  
Community Board #10 – Manhattan  
215 West 125<sup>th</sup> Street, 4<sup>th</sup> Floor  
New York, N.Y. 10027**

Community Board # 10 is seeking a Community Assistant to work in the Board's Central Harlem office to attend to visitors and handle public inquiries on the phone and in person in a courteous and professional manner, as well as supply information about Community Board 10 to the general public with poise and confidence.

**The Community Assistant's responsibilities include, but are not limited to the following:**

- Open the Community Board office
- Answer telephone- screen and direct calls
- Greet constituents entering office at front desk reception
- Take and relay messages, direct individuals to appropriate staff member
- General administrative and clerical support, occasional filing and scheduling
- Receive and sort mail and deliveries
- Knowledge of staff movements in and out of office
- Prepare faxes, copies, letters and documents
- Assist in coordinating CB activities and meetings
- Maintain Community Board 10 website

**Key Competencies:**

- Proficiency of clerical procedures, computers and relevant software
- Excellent customer service skills
- Attention to detail
- Verbal and written communication skills
- Information management
- Organizing and planning

**Required Skills and Experience:**

- At least two (2) years of relevant administrative experience

**Qualifications Requirements:**

1. A baccalaureate degree from an accredited college is preferred with two (2) years of full-time satisfactory experience in community work, public administration or planning or related fields, or public information or relations, of which one (1) year must have been in an administrative capacity; or
2. An associate degree from an accredited community college is preferred with four (4) years of full-time satisfactory experience in community work, public administration or planning or related fields, or public information or relations, of which two (2) years must have been in an administrative capacity; or
3. A four-year high school diploma or its educational equivalent is preferred with six (6) years of full-time satisfactory experience in community work, public administration or planning or related fields, or public information or relations, of which three (3) years must have been in an administrative capacity; or
4. Education and/or experience which is equivalent to "1", "2", or "3" above.

**Resume and cover letter must be received by email or mailed/hand delivered sealed no later than September 14, 2012**

Manhattan Community Board 10  
Attn: Personnel Search Committee  
Mailing Address: 215 West 125 Street, 4<sup>th</sup> Floor – New York, NY 10027  
Email Address: [cb10searchcommittee@yahoo.com](mailto:cb10searchcommittee@yahoo.com)  
For further information, please visit the Community Board 10 website: [www.nyc.gov/mcb10](http://www.nyc.gov/mcb10)

*Equal Opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*