

**MANHATTAN COMMUNITY BOARD #5
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: Community Associate	OFFICE TITLE: Community Associate
DIVISION/WORK UNIT: Manhattan Community Board #5	SALARY: \$50,000-\$52,000
HOURS: 10:00 am – 6:00 pm Evening work hours are required	WORK LOCATION: 450 Seventh Avenue Suite 2109, New York, NY

AS OF AUGUST 2, 2021, ALL NEW HIRES MUST BE VACCINATED AGAINST THE COVID-19 VIRUS, UNLESS THEY HAVE BEEN GRANTED A REASONABLE ACCOMMODATION FOR RELIGION OR DISABILITY. IF YOU ARE OFFERED CITY EMPLOYMENT, THIS REQUIREMENT MUST BE MET BY YOUR DATE OF HIRE, UNLESS A REASONABLE ACCOMMODATION FOR EXEMPTION IS RECEIVED AND APPROVED BY THE HIRING AGENCY.

JOB DESCRIPTION

In NYC, Community Boards serve an advisory role in dealing with land use and zoning matters, the use of our streets and parks, the City Budget, liquor licenses, municipal service delivery and many other local issues. The Board works closely with city agencies, elected officials, businesses, community groups and concerned individuals to ensure safety and quality of life for all, who live, work and visit the district.

The Community Board staff, headed by the District Manager, assists the 50-member board in its duties, and acts as liaison between residents/businesses and city agencies.

The Community Associate works closely with the District Manager and committee Chairs to support and inform the Board's functioning and administration. Responsibilities may include, but are not limited to:

- Providing administrative support for committees
- Maintaining website, social media, set up of zoom and hybrid zoom/in-person meetings and newsletter communications
- Preparing for meetings and attending meetings
- Serving as liaison to community residents and businesses, government agencies and elected officials
- Working toward resolution of complaints/issues
- Working with District Manager on special projects
- Ability to attend 5-7 evening meetings a month on a scheduled basis

MINIMUM QUALIFICATIONS

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

PREFERRED SKILLS

- Tech Savvy (Set up and run Hybrid Zoom meetings with necessary camera and sound equipment, monitor & maintain website and social media communications)
- Excellent organizational skills
- Computer office skills (e.g., Microsoft Office, Google Docs, Adobe forms, etc.)
- Understanding of, and strong interest in, city government and its functions.
- Experience in community outreach desirable.
- An ability to articulate process
- Good phone manner
- Comfortable handling multiple projects with varying deadlines
- Works well in a collaborative environment

TO APPLY

Interested candidates must do the following:

Submit an appropriate cover letter and resume in a Microsoft Word or PDF format to: office@cb5.org with “**CB5 Community Associate**” in the subject line **AND** apply for position on the **NYC Careers 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#492796**
- Non-City Applicants may apply by going to www.nyc.gov/careers/search and search for **Job ID#492796**

Only candidates being considered will be contacted

New York City residency is required within 90 days of appointment.

The City of New York is an Equal Employment Opportunity Employer