

**MANHATTAN COMMUNITY BOARD #8  
JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE: Community Associate</b>	<b>OFFICE TITLE: Community Associate</b>
<b>DIVISION/WORK UNIT: Manhattan Community Board #8</b>	<b>Compensation: \$42,500</b>
<b>HOURS: 9:00 am – 5:00 pm</b> Evening and weekend work hours may be required	<b>WORK LOCATION : 505 Park Avenue</b> <b>Suite #620, New York, NY</b>
<b><u>JOB DESCRIPTION</u></b>	
<p>Manhattan Community Board 8 is a city agency, representing the Upper East Side and Roosevelt Island. The Board plays an advisory role on a wide range of issues affecting this district. The Community Board office plays a support role for the all-volunteer Board and assists local residents, businesses and institutions with municipal service delivery complaints. As a staff member, the Community Assistant’s responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Assist in the administration of the Board Office at the direction of the District Manager</li> <li>• Provide administrative and clerical support including, but not limited to, filing, scheduling, as well as answering and directing calls, drafting letters, and posting public notices</li> <li>• Responding to and resolving constituent service requests, working with government agencies, offices of elected officials, community organizations, residents &amp; businesses</li> <li>• Representing CB 8 at meetings, conducting community outreach, promoting government services, organizing events, providing summaries of key issues and recommendations</li> <li>• Working on projects that advance district service and quality of life goals, providing status reports and analysis</li> <li>• Attending monthly Full Board, Land Use and Committee Meetings as assigned by the District Manager.</li> <li>• Assist with entering data on website using WordPress.</li> <li>• Other duties assigned by District Manager</li> </ul>	
<b><u>MINIMUM QUALIFICATIONS</u></b>	
<ol style="list-style-type: none"> <li>1. High school diploma or equivalent and three years of experience in community work or community-centered activities in an area related to duties described above; or</li> <li>2. Education and/or experience which is an equivalent to #1 above.</li> </ol>	
<b><u>PREFERRED QUALIFICATIONS</u></b>	
<ul style="list-style-type: none"> <li>• BA or BS degree</li> <li>• Experience or demonstrated interest in government, public policy, and urban affairs</li> <li>• Experience in research and / or community development</li> <li>• Excellent written and verbal communications skills</li> <li>• Excellent computer and web skills</li> <li>• Experience with MS Office, Google Docs, social media, WordPress, and other digital collaboration tools</li> <li>• Excellent organizational, analytical and critical thinking skills</li> <li>• Experience in working with community groups or small team</li> <li>• Detailed oriented, enjoy interacting with people on a daily basis</li> <li>• Ability to adapt to change in a fast-paced environment, like being part of a team</li> <li>• Passionate about public service and helping others</li> <li>• Knowledge of Land Use, Vendor and Zoning regulations</li> </ul>	

**TO APPLY**

**Interested candidates must do the following steps:**

- Submit an appropriate cover letter and resume in a Microsoft Word or PDF format to: [info@cb8m.com](mailto:info@cb8m.com) with **“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#466871**
- Non-City Applicants may apply by going to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for **Job ID#466871**

**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**

**POST DATE: June 30, 2021**