

**COMMUNITY BOARD #12, MANHATTAN
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: Community Assistant	OFFICE TITLE: Community Assistant
DIVISION/WOR UNIT: Community Board #12, Manhattan	SALARY: \$30,273 - \$39,275
HOURS: 9 am – 5 pm with evening board meetings coverage. Weekend hours may be required	WORK LOCATION: 530 W 166 th Street New York, NY 10032
<u>JOB DESCRIPTION</u>	
<p>Community Board #12, Manhattan, is city agency that represents Washington Heights and Inwood. The Board plays an advisory and planning role on a wide range of issues. The Community Board office supports the mission of an all-volunteer Board - composed of 50 members. The Board assists local residents, businesses and institutions with municipal service delivery requests or concerns and responds to a broad range of community needs and issues.</p> <p>The ideal candidate should enjoy interacting with people on a daily basis, be able to adapt to change in a fast-paced environment, enjoy being part of a team, and be passionate about public service and fair in helping others within city guidelines. The Community Assistant's responsibilities include, but are not limited to:</p> <p>PRIMARY RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Serve as one of the faces of the Community Board meet and greet constituents, elected officials, and other visitors to the Board offices • Promptly respond to inquiries and request of service in person, telephone, email and written correspondence • Assist with preparation of materials and friendly reminders for Community Board meetings and other events • Follow up on assigned tasks and be a self-starter • Perform routine office, administrative tasks/duties and some facility maintenance • Maintain the Community Board's monthly calendar and support the Board's website • Engage in some community outreach and site visits • Demonstrate professional growth during the period of employment 	
<u>PREFERRED QUALIFICATIONS/SKILLS/EXPERIENCE</u>	
<ul style="list-style-type: none"> • Baccalaureate Degree or two (2) years relevant administrative experience • Excellent customer service and communication skills • The ability to organize, plan, multitask and pay attention to detail and complete projects • Demonstrated excellent verbal, writing and information management/computer skills including Microsoft Office (Word, Excel, Outlook, and PowerPoint) • Bilingual skills a plus (Spanish), but not necessary 	
<u>To Apply</u>	
<p align="center">Interested candidates must apply as follow:</p> <ol style="list-style-type: none"> 1. Submit a cover letter and resume by regular U. S. Mail to Community Board 12- Manhattan, 530 W. 166th St. – Room 6-A, New York, NY 10032 2. Add the "Community Assistant" on the top right corner of the cover letter and résumé 3. Add "Community Assistant" to lower right corner of the envelope <p align="center">Only candidates being considered will be contacted</p> <p align="center">New York City residency is required within 90 days of appointment.</p> <p align="center">The City of New York is an Equal Employment Opportunity Employer</p>	
POST DATE: February 22, 2017	POST UNTIL: March 24, 2017