

**MANHATTAN COMMUNITY BOARD # 2
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Community Assistant Level: N/A
Title Code No.: 56056 Salary Range: \$27,421 – 35,573
Office Title: Community Assistant Work Location: 3 Washington Sq. Village
Division/Work Unit: Manhattan Community Board # 2
Number of Positions: 1

JOB DESCRIPTION

Manhattan Community Board 2 is a small New York City agency, representing NoHo, SoHo, Greenwich Village, the Meatpacking District, Hudson Square, Little Italy, and part of Chinatown. 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. We are currently seeking a Community Assistant to work in the Community Board 2 office beginning in late September 2013. As a staff member, the Community Assistant's responsibilities include:

PRIMARY RESPONSIBILITIES:

- Update Community Board 2 website
- Draft monthly calendar of community board meetings
- Speak with constituents and assist with their complaints pertaining to delivery of municipal services
- Provide administrative support to various CB2 committees
- General administrative duties, including filing and maintenance of public records
- Track deadlines for various applications to NYC and NYS agencies
- Answer phones in a courteous and professional manner
- Attend a portion of the monthly full board meeting to register attendees and help with meeting preparation

SALARY:

\$30,000 with full NYC employee benefits

APPLICATION INFORMATION:

Resumes and cover letters will be accepted by mail, fax or e-mail. **No phone calls please.** Only applicants scheduled for an interview will be contacted.

QUALIFICATION REQUIREMENTS

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;
2. Education and/or experience which is equivalent to "1" above.

PREFERRED SKILLS

- BA/BS degree or high school (or equivalent) with three or more years of office experience
- Must have strong administrative and organizational skills
- Thorough working knowledge of Microsoft Word, Excel, Access and the Internet
- Ability to organize, multi-task, and keep track of details
- Ability to speak Mandarin or Cantonese a plus

OTHER QUALIFICATIONS:

The ideal candidate should enjoy interacting with people on a daily basis, be able to adapt to change in a fast-paced environment, like being part of a team, communicate clearly and effectively, and be passionate about public service and helping others.

Manhattan Community Board 2

Mailing Address: 3 Washington Square Village, Suite 1A
New York, NY 10012

Email Address: cb2manhattan@nyc.rr.com

NYC Residency is required within 90 days of appointment.

POSTING DATE: March 25, 2014	POST UNTIL: April 7, 2014	JVN: (342/14/001) (Agency Code/Fiscal Year/Number)
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Manhattan Community Board 2 is an Equal Opportunity Employer