



THE CITY OF NEW YORK MANHATTAN COMMUNITY BOARD 3

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Gigi Li, Board Chair

Susan Stetzer, District Manager

JOB NOTICE

Assistant District Manager of Manhattan Community Board 3

The Board: Manhattan Community Board 3 covers Manhattan's Lower East Side, including the East Village, and historic Chinatown. It runs from 14th street to the Brooklyn Bridge and from the East River to Bowery, and to Baxter below Canal. Our 50-member volunteer board, supported by a staff of four, has an advisory role in the City's land use review process, the annual budget, and the delivery of municipal services. The Board is an active participant in land use dispositions and local planning activities as the local government structure for participation in decision making for the community.

The Job Description: The Assistant District Manager works closely with the District Manager to support and inform the Board's planning, administrative and outreach activities. Responsibilities include processing service requests; managing constituent services; providing administrative support to Board members; planning meetings and events; and working with the District Manager on special projects. The Assistant District Manager has a key role in the Board's liaison and troubleshooting activities and works closely with elected officials, governmental agencies, residents, businesses and service providers. The position is an excellent opportunity for graduates of policy studies, public affairs, urban planning and/or urban affairs.

The Qualifications: BA/BS minimum, professional degree a plus; excellent organizational and communication skills are essential, as is proficiency in Microsoft Office Suite (Word, Excel, etc). Additional computer skills (especially Web-related and GIS), understanding of City government and functions, and experience in community development desirable. Bilingual proficiency is a plus.

Salary: 46+K with excellent City benefits (dependent upon experience).

Start date: June, 2015

Contact: Send resume and cover letter to District Manager by e-mail:
[sstetzer@cb3manhattan.org](mailto:ssstetzer@cb3manhattan.org)

Manhattan Community Board No. 3 is an Equal Employment Opportunity Employer.

Contact: Only candidates submitting a resume and an appropriate cover letter will be considered.