

**MANHATTAN COMMUNITY BOARD No.4**  
**JOB VACANCY NOTICE**

**Job Title:** Community Planner/Associate

**Compensation:** \$40,000.00 and Comprehensive Benefits Package.

**Job Location:** 330 W 42<sup>nd</sup> Street, 26th Floor, New York, NY 10036

**JOB DESCRIPTION**

Manhattan Community Board No. 4 is the local planning and advisory board on matters affecting the West Side neighborhoods of Chelsea and Clinton/Hell's Kitchen. The 50-member volunteer board, supported by a staff of three, has an advisory role in the City's land-use review process, annual budget, liquor license applications, and delivery of municipal services. Additionally, Community Board 4 is involved with housing, human services, transportation, waterfront, parks, and quality of life issues.

**Position**

The Community Planner/Associate (CP/A) works closely with the District Manager (DM) to support and inform the Board's web based planning, administrative, and outreach activities. The CPC will act as the primary liaison to the Chelsea Land Use, Transportation Planning and the Waterfront & Parks Committee, and will also provide support to other committees as needed.

**Responsibilities:**

- Coordinate committee meetings for Chelsea Land Use, Transportation Planning; and Waterfront Parks & Environment Committees by preparing agendas, interact with and invite applicants and agencies, and provide outreach to the community, planning meetings and events.
- Provide administrative support to committee chairs.
- Support the District Manager on special projects and initiatives, such as streetscape studies, mapping projects, beautification initiatives, land use studies, zoning issues, etc.
- Editing, and distribution of Board letters and resolutions.
- The CP/A under the supervision of the District Manager, will be responsible for maintenance of the Board's website, with an emphasis on making development information accessible to the community. Composes and sends community notification via eblast.
- The CP/A will supervise and coordinate communications with the Director of Social Media
- Collaborate closely with elected officials, governmental agencies, residents, businesses, and service providers to provide service delivery and trouble shoot neighborhood issues pertaining to their assigned Committees.
- Assist ADM in maintaining office budget and reports, arrange for all purchases, and leases. Manage inventory of office equipment and supplies.
- Attend evening meetings as needed (three to five a month.)

### **PREFERRED QUALIFICATIONS/SKILLS**

- BA/BS or professional degree a plus.
- Excellent organizational, communication and problem solving skills are essential.
- Proficient in MS Word, Excel, and Access as well as web management tools. Preference is given to those with additional computer skills i.e. ArcGIS, SketchUp, Adobe Illustrator/ InDesign, Vertical Response and Teamsite.
- Understanding of City government and experience in community development desirable.
- This position is an excellent opportunity for graduates of policy studies, public affairs, urban planning and/or urban affairs with a strong interest in using technology.

### **TO APPLY**

Only candidates submitting a resume and an appropriate cover letter will be considered. Send resume and cover letter to the attention of Nelly Gonzalez, Manhattan Community Board No.4, 330 W 42<sup>nd</sup> Street, 26th Floor, New York, NY 10036 or email at negonzalez@cb.nyc.gov. E-mail preferred. No phone calls. Applications must be received by March 6, 2015.

### **RESIDENCY REQUIREMENTS**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**Manhattan Community Board No. 4 is an Equal Employment Opportunity Employer.**