

**MANHATTAN BOROUGH PRESIDENT'S OFFICE  
CITYWIDE JOB VACANCY NOTICE**

<b>Civil Service Title: Community Associate</b>	<b>Salary: \$33,799- \$50,000</b> salary will be commensurate with experience
<b>Title Code No: 56057</b>	<b>Work Location: One Centre Street, NY, NY</b>
<b>Office Title: Scheduling Assistant</b>	<b>Number of Positions: 1</b>
<b>Division/Work Unit: Scheduling Unit</b>	<b>Work Hours: 35 Hours per week</b>

**JOB DESCRIPTION**

The Office of Manhattan Borough President Gale A. Brewer seeks to hire a Scheduling Assistant. This position reports to the Director of Scheduling. This position is highly dynamic and requires a keen attention to detail. The successful candidate will possess outstanding customer service skills and be willing to assist staff and visitors as needed in an efficient, courteous and professional manner. Candidate should be flexible and able to coordinate and ensure scheduling needs as they arise and/or change.

**Responsibilities will include; but are not limited to:**

- Assist in the preparation and execution of the Borough President's daily schedule as directed.
- Assist in creating a comprehensive, strategic scheduling plan to encompass proposed events for the Borough President.
- Assist in arranging and coordinating meetings for the Borough President with government agencies, non-profits, elected officials and members of the public.
- Locate events for the Borough President to attend; assist in vetting events to gather details
- Periodically accompany the Borough President to external events.
- Assist in managing scheduling and contact database.

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

**PREFERRED**

- A baccalaureate degree in policy, politics, business, communications and/or related field.

- Demonstrated writing and oral communication skills.
- Ability to work independently to complete assignments in a timely manner.
- Familiarity with New York City government.
- Effective organizational, administrative, planning and time- management.
- Being comfortable with a flexible schedule and occasional long work hours
- The ability to work well under pressure and deadlines.

### **TO APPLY**

Interested candidates should email a cover letter and resume in a word or PDF document to: [resumes@manhattanbp.nyc.gov](mailto:resumes@manhattanbp.nyc.gov), with “**Scheduling Assistant**” in the subject line.

The Office of the Manhattan Borough President is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, gay/lesbian/bisexual/transgender people, people with disabilities, and veterans are encouraged to apply.

New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for two (2) continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.