

COMMUNITY PLANNER/ASSOCIATE

Title: Community Planner/Associate - full time
Compensation: \$40,000; excellent benefits
Start Date: Immediately

Organization: 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/four, has an advisory role in the City's land use review process, annual budget, liquor license applications and delivery of municipal services, and 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 Transportation Planning Committee and the Waterfront & Parks Committee, and will also provide punctual support to other committees as needed.

Responsibilities:

- Coordinate committee meetings for Transportation and Housing, Health and Human Services Committees by preparing agendas, interact with and invite applicants and agencies, and provide outreach to the community planning meetings and events
- Providing administrative support to its committee chairs
- Working with the District Manager on special projects
- Assist the DM in formatting and proofreading draft letters 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.
- The CP/A will supervise interns to develop the electronic mailing list of District residents and will coordinate communications with the Director of Social Media
- Processing service requests: the CP/A also play a role in the Board's liaison and troubleshooting activities and works closely with elected officials, governmental agencies, residents, businesses and service providers
- Assist ADM in maintaining office budget and prepare budget reports for DM as requested, arrange for all purchases, leases and contracts for equipment and supplies and maintain inventory of office supplies
- The CP/A will need to attend evening meetings (three to five a month)

The Qualifications: BA/BS minimum, professional degree a plus; excellent organizational and communication and problem solving skills are essential, as is proficiency in MS Word, Excel and Access. Preference is given to those with additional computer skills i.e. Web content managements tools (like TeamSite). Understanding of City government and functions, and experience in community development desirable. The 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 and using web based software.

Contact: Only candidates submitting a resume and an appropriate cover letter will be considered. Send resume and cover letter to the attention of Nelly Gonzalez by post at 330 W42nd 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 29, 2012.

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