

CITY OF NEW YORK
Queens Community Board #11
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Community Assistant Title Code No: 56056 Division/Work Unit: Board Office Number of Positions: 1 Hours/Shift - Flexible Part-time	Level: I Salary: \$20,000. – \$23,000. Commensurate with experience and hours All paid benefits
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JOB DESCRIPTION

Community Board 11 is seeking a Community Assistant, in the district office, for flexible part time hours (21 hours/week or more). The applicant must be interested in the community and government service, have a high school diploma with prior work experience, excellent phone, and writing and computer skills. The assistant must be available for monthly evening board meetings and occasional evening meetings. Familiarity with the northeast Queens area is helpful.

QUALIFICATION REQUIREMENTS

High School graduation and prior office work experience. Must have computer experience using, Microsoft Word, E-mail programs and Excel. Knowledge of transcription work is a plus.

TO APPLY, PLEASE SUBMIT RESUME TO:

Susan Seinfeld
 District Manager
 Community Board 11
 46-21 Little Neck Pkwy.
 Little Neck, NY 11362

POST DATE: June 1, 2010	POST UNTIL: June 30, 2010	JVN#: 44120100001
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*The City is an Equal Opportunity Employer.
 New York City Residency Required.*