CITY OF NEW YORK
Queens Community Board 13
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Community Associate **Title Code No**: 56057 **Division/Work Unit**: Community Board #13 **Positions**: 1 **Hours/Shift:** Full Time w/ some nights and weekends	**Salary:** $33,800 **per annum** All paid benefits

JOB DESCRIPTION

Seeking an energetic, flexible and personable candidate who is comfortable using a camera to report daily activities within our communities. Must have the ability to write well, work under strict deadlines with media outreach, prepare letters, create and maintain database for email publications; experienced using social media, responsible for posting event calendar and pictures on the Community Board website.
.

QUALIFICATION REQUIREMENTS

Candidate must have at a minimum, GED or High School diploma.

1. For certain assignments the ability to perform specific physical tasks may be required.
2. Familiarity with NYC government structure, local elected officials and organizations, current events, political issues and community events a plus.
3. The ability to give interviews in writing and on camera.

PREFERRED SKILLS

Familiarity with Eastern Queens preferred. Must be comfortable using Microsoft Word, Publisher and Excel. Know how to upload documents, images and video to server/website. Good phone skills. Some experience in "constituent services" a plus. A team player. Be comfortable traveling around different areas of the community board for site visits, interviews and data collection.

TO APPLY, PLEASE SUBMIT COVER LETTER AND RESUME TO:

Queens Community Board 13
219-41 Jamaica Avenue
Queens Village, NY 11428
Re: Job Posting

All résumés must be sent via mail. Certified Return Receipt is required.
(No Phone Calls Please)

Queens Community Board 13 and the City of New York are an Equal Opportunity Employer