



THE CITY OF NEW YORK

BOROUGH OF THE BRONX

COMMUNITY BOARD #5

Honorable Vanessa L. Gibson, *Bronx Borough President*

**Chairperson
Dr. Bola Omotosho**

**District Manager
Kenneth Brown**

Title: Community Assistant

Job Description

Bronx Community Board 5, an agency of New York City government seeks an individual to serve a fulltime position in the capacity of the Community Assistant title. The successful candidate will work under the supervision of the Bronx Community Board 5 District Manager.

Typical tasks includes interacting with constituents and community organizations seeking services, assisting in the preparation of reports, taking notes for the District Service Cabinet meetings or other meetings convened by the Community Board. The Community Assistant will file records and correspondences, answer the telephone and document complaints and requests for services from the general public. The candidate may be required to attend committee and board meetings beyond the office hours Monday through Friday.

Minimum Requirement

1. There is no formal education or experience requirements for this position. However, that ability to understand and carry out simple instructions is required.

2. Candidates must be able to read, write and be understood and understand both English and Spanish fluently.

Preferred Skills

The selected candidate must be proficient in Microsoft Office. In addition, strong communication skills, interpersonal skills and team oriented.

Residency Requirements

The successful candidate for the Community Assistant position will be required to be a resident of the City of New York within 90 days of hiring.

Vaccination Requirement

As of August 2, 2021, all new hires at City agencies must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

To Apply

All resumes should be emailed to Bx05@cb.nyc.gov or mailed to the address below. All resumes should be submitted by the deadline date.

Bronx Community Board 5
BCC Campus, Gould Hall, Room 200
Bronx, New York 10453

******* DEADLINE DATE – May 31, 2022*******

The City of New York and Bronx Community Board 5 are Equal Opportunity Employers.