



BROOKLYN COMMUNITY BOARD #16
Job Posting Notice

Job ID	770667	# of Positions	1
Business Title	Community Assistant		
Civil Service Title	COMMUNITY ASSISTANT		
Title Code No	56056	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 39,970.00 - \$ 49,030.00 (Annual)		
Work Location	216 Rockaway Avenue		
Division/Work Unit	Brooklyn Community Board #16		

[Return to Previous Page](#)

[Switch to Internal View](#)

Job Description

Brooklyn Community Board # 16 represents the neighborhoods of Ocean Hill and Brownsville, Brooklyn. The Community Board office assists residents with municipal service delivery requests, community concerns, and issues. We are looking to hire a Full-Time Community Assistant to report for in-office work, available during business hours Monday – Friday, 9:00 AM to 5:00 PM, for five days a week, for various assignments at the Community Board # 16 office. Requiring some night meetings. Must be able to attend monthly general board meetings and other meetings and events assigned by the District Manager.

Specific duties may include, but are not limited to:

- Answering phones and taking accurate messages
- Assisting with the preparation of informational packages for meetings
- Working on projects that advance district service and quality of life goals, providing status reports
- Constituent Services, responding and resolving constituent service requests.
- Produce minutes and/or reports for virtual and in-person meetings.
- General office administrative tasks, but not limited to emailing, maintaining website updates, filing, general correspondence, and bookkeeping functions.

Minimum Qual Requirements

1. There are no formal education or experience requirements for this position. However, the ability to understand and carry out simple instructions is required.
2. Candidates must be able to understand and be understood in English.

Preferred Skills

1. Excellent writing skills
2. Experience using Adobe Acrobat, Microsoft Word, PowerPoint, and Excel
3. Strong administrative and organizational skills
4. Computer/social media and web posting skills
5. Passionate about public service and helping others

Additional Information

- 1) A Baccalaureate Degree from an accredited college is preferred with (2) two years of full-time satisfactory experience in community work, public administration, or related fields, of which (1) year must have been in administrative capacity or
- 2) An Associate Degree from an accredited community college is preferred with (4) years of full-time satisfactory experience in community work, public administration, or related fields, of which (2) years must be in an administrative capacity or
- 3) A four-year high school diploma with six (6) years of full-time satisfactory experience in community work, public administration, or related fields.

Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at <https://studentaid.gov/pslfr/>.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE 02/20/2026

POST UNTIL 04/20/2026

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.