

**CITY OF NEW YORK - BROOKLYN COMMUNITY BOARD 9
CITWIDE JOB VACANCY NOTICE**

Civil Service Title: Community Associate Title Code No. 56056 Work Location: 890 Nostrand Ave, Brooklyn, NY 11225	Salary: \$44,000 – 50,000 Hours/ Shift: 9:00AM – 5:00PM (flexible) (weekday evening meetings required and some weekend events)	
<p>Brooklyn Community Board 9 (CB9) is an agency of City of New York representing South Crown Heights, Prospect Lefferts Gardens, Wingate, and portions of North Flatbush. The 50-member volunteer board, supported by paid District Office staff, plays an advisory role in the City’s annual budget process, the delivery of municipal services, and the land use review process. CB9 focuses on preserving and developing affordable housing, the creation of employment opportunities, investing in education and youth-centered programming, and promoting sound, environmentally positive policies. The Board is an active participant in land use dispositions and local planning activities including large-scale development proposals. The District Office supports the Board’s planning and advocacy initiatives and receives and resolves complaints from community residents.</p> <p>The Community Associate works closely with the Assistant District Manager, District Manager, and the Executive Committee to support and inform the board’s planning, administrative, and operational and outreach activities.</p> <p>The Community Associate’s responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> • Opening and closing the Community Board Office. • Answering phone calls and greeting constituents who come into the Board Office • Directing members of the public to the appropriate staff member or City agency • Providing general administrative and clerical support to the Board and its committees • Assist with outreach efforts including organizing board events and facilitating online community engagement and social media accounts • Working on projects to develop and implement procedures that advance district service and quality of life goals, providing status reports and trend analysis • Developing relationships with community partners and fostering collaborations to further the board’s mission • Attending and participating in full board and committee meetings, as assigned by the District Manager • Representing the board at select meetings, hearings, and working sessions • Conduct research on planning and development issues, providing summaries and recommendations • Synthesizing information to draft letters, resolutions, and testimony in support of CB9 positions • Other duties and responsibilities as assigned by the District Manager 		
PREFERRED SKILLS/ EXPERIENCE <ul style="list-style-type: none"> • Experience or demonstrated interest in government, public policy, and urban affairs • Experience with social media/ marketing, Google Docs, Microsoft Office, and other digital platforms • Detail-oriented with strong verbal and written communication skills 	<ul style="list-style-type: none"> • Knowledge of Land Use and Zoning (+) • Knowledge of Community Boards (++) • Experience providing customer service in any industry • Driver’s License (+) • Experience with Adobe Suite, CANVA, Constant Contact (+) 	
TO APPLY, EMAIL (ONLY) INFOBK09@CB.NYC.GOV w/ SUBJECT LINE – COMMUNITY ASSOCIATE & YOUR NAME. Only candidates under consideration will be contacted.		
POST DATE: June 17, 2025	POST UNTIL: UNTIL FILLED	

The City of New York is an Equal Opportunity Employer
New York City Residency **Required**