

**MANHATTAN COMMUNITY BOARD #3  
JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE: Community Associate</b>	<b>OFFICE TITLE: Community Associate</b>
<b>DIVISION/WORK UNIT: Manhattan Community Board #3</b>	<b>SALARY: \$50,000</b>
<b>HOURS: 9:00 am – 5:00 pm Occasional evening work hours are required</b>	<b>WORK LOCATION: 59 East 4th St, NY, NY 10003</b>

**JOB DESCRIPTION**

In NYC, Community Boards serve an advisory role in dealing with land use and zoning matters, the use of our streets and parks, the City Budget, liquor licenses, municipal service delivery and many other local issues. The Board works closely with city agencies, elected officials, businesses, community groups and concerned individuals to ensure safety and quality of life for all who live, work, and visit the district.

The Community Board staff, headed by the District Manager, assists the 50-member board in its duties, and acts as liaison between residents/businesses and city agencies.

The Community Associate works closely with the District Manager to support and inform the board's planning, administrative, operational, and outreach activities and serves as a constituent consultant. Responsibilities include, but are not limited to:

**Administrative**

- Meeting preparation: administrative support for the Board and its committees. Oversee monthly committee materials, including agendas, materials, minutes, and resolutions.
- Communications: Field phone calls and emails from city agencies, elected officials' offices, and the public. This will include managing constituent services. Maintain website, social media, set up of Zoom and hybrid Zoom/in-person meetings and newsletter communications.
- Synthesize information to draft letters, resolutions and testimony in support of CB3 positions.
- Provide administrative and clerical support including, but not limited to, filing, scheduling, answering and directing calls, drafting letters and promotional materials, and posting public notices

**Outreach**

- Respond to and resolve constituent inquiries and service requests; work toward resolution of complaints/issues.
- Encourage participation from the community; elicit residents support and engagement with community services.
- Assist with outreach efforts including organizing board events and facilitating online community engagement.

**Inter-Agency & Community Liaison**

- Act as a liaison between city agencies, community organizations, constituents, elected officials and businesses.
- Ability to attend 1-2 evening meetings a month on a scheduled basis.

**MINIMUM QUALIFICATIONS**

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

### **PREFERRED SKILLS**

- BA or BS degree
- Excellent written and verbal communications and customer service skills on the phone, by email, and in person.
- Understanding of and strong interest in city government, constituent services, and urban affairs
- Knowledge of NYC Landmarks, Street Activity, Liquor License, Land Use, Vendor and Zoning regulations
- Excellent computer and web skills, including Microsoft Office, Google Suite, Adobe forms, Canva, Mailchimp, etc.
- Experience with social media and collaboration technology tools
- An ability to articulate and develop processes
- Ability to work independently while also remaining self-motivated, meticulous, and organized
- Experience in working collaboratively with community groups or on a small team
- Passionate about public service and helping others

### **TO APPLY**

#### **Interested candidates must do the following:**

Submit an appropriate cover letter and resume in a Microsoft Word or PDF format to: [sstetzer@cb.nyc.gov](mailto:sstetzer@cb.nyc.gov) with "CB3 Community Associate" in the subject line **AND** apply for position on the **CITYJOBS Website**:

- City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>, Click on Recruiting Activities/Careers and search for **Job ID# 637559**
- Non-City Applicants may apply by going to <https://cityjobs.nyc.gov> and search for **Job ID# 637559**

### **ADDITIONAL INFORMATION**

Submission of an application package is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

New York City residency is required within 90 days of appointment.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at [nyc.gov/studentloans](http://nyc.gov/studentloans).

The City of New York and the Manhattan Borough President's Office 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.