

City of New York
Queens Community Board 7
Citywide Job Vacancy Notice

Civil Service Title: Community Service Aide
Title Code No: 52406

Level: 1

Salary: Commensurate with experience. Paid benefits.

Division / Work Unit: Queens Community Board 7

Number of Positions: 1

Hours / Shift: 21 Hours / Part-Time

The Community Board Mission

Cooperates with, assists, and advises any public agency or office concerning matters which relate to the welfare of the District and its residents; submits recommendations to the Mayor, Borough President, and other City Officials in the best interests of the district which it serves; conducts public hearings and submits recommendations and priorities on the capital and expense budgets, allocation and use of funds for community development, and on development or improvement of land; evaluates the quality and quantity of services provided by agencies; implements all other responsibilities mandated by the City Charter.

Job Description

Community Board 7 is seeking a Part-Time Community Service Aide in the district office. The applicant must be interested in the community and government service, have a high school diploma, with prior work experience, excellent phone, and computer skills.

Examples of Typical Tasks

Provide community services by performing liaison functions between NYC Agencies and constituents.

The employee will perform routine office tasks, such as filing, record keeping, answer telephones, and make referrals, take messages in addition to assisting other members of the staff.

Coordinate and represent Community Board at special events within the district.

Assist in organizing and attending monthly evening Community Board Committee, Public Hearing, and District Service Cabinet Meetings.

We are looking for a person who is loyal, trustworthy, motivated, a self-starter, detail oriented, organized, flexible, personable, who works well with people and under pressure. The office duties are diversified.

The person should have the following skills: Windows 10, MS Office including Word and Excel, typing, knowledge of office equipment, filing, and answering telephones. Familiarity with Community Boards, New York City government and / or college preferred.

TO APPLY, PLEASE SUBMIT RESUME TO:

All resumes must be sent via mail, Certified Return Receipt is required:

New York City Community Board 7 – Queens

30-50 Whitestone Expressway

Flushing, NY 11354, Ste. 205

Attention: Marilyn McAndrews, District Manager

POST DATE:
July 19, 2024

POST UNTIL:
FILLED

JVN#: 2024-437-0001