

**MANHATTAN COMMUNITY BOARD #10  
JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE: Community Assistant</b>	<b>OFFICE TITLE: Community Assistant</b>
<b>DIVISION/WORK UNIT: Manhattan Community Board #10</b>	<b>SALARY: \$37,398.00- \$42,191.00</b>
<b>HOURS: 9:00 am – 5:00 pm</b> Evening and weekend work hours will be required	<b>WORK LOCATION : 215 West 125<sup>th</sup> Street, 4<sup>th</sup> Floor New York, NY</b>
<b><u>JOB DESCRIPTION</u></b>	
<p>Manhattan Community Board 10 is a City agency, covering Central Harlem. Through its 50-member volunteer board and three (3) staff members, the Community Board engages in various outreach activities to better the quality of life of community residents, has an advisory role in the City’s land use review process, annual budget, and delivery of municipal services and is an active participant in most large-scale development proposals and planning activities. We are currently seeking one (1) full-time Community Assistant to work in the Board’s Central Harlem office to assist all constituents and handle public inquiries, phone calls, and emails. <b>The Community Assistant’s responsibilities include, but are not limited to the following:</b></p> <ul style="list-style-type: none"> <li>• Greet constituents/visitors</li> <li>• Assist with preparation for community board meetings, events and administer meeting reminders</li> <li>• Open community board office, answer telephone and direct calls to staff</li> <li>• Provide general administrative and clerical support and conduct occasional filing and scheduling</li> <li>• Oversee all mail and deliveries</li> <li>• Maintain Community Board monthly calendar</li> <li>• Prepare faxes, copies, letters, and documents for office and community board meetings</li> <li>• Support updates and maintenance of Community Board 10 website as needed</li> <li>• Attend Monthly General Board meetings ,Community meetings, Committee meetings and events as required</li> <li>• Perform community engagement and outreach</li> </ul>	
<b><u>QUALIFICATION REQUIREMENTS</u></b>	
<ol style="list-style-type: none"> <li>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</li> <li>2. Education and/or experience which is equivalent to “1” above.</li> </ol>	
<b><u>PREFERRED QUALIFICATIONS</u></b>	
<ul style="list-style-type: none"> <li>• Baccalaureate Degree</li> <li>• Two (2) years relevant administrative experience</li> <li>• Excellent customer service skills</li> <li>• Attention to detail</li> <li>• Excellent verbal and written communication skills</li> <li>• Information management /computer skills</li> <li>• Organization/planning</li> </ul>	

**TO APPLY**

**Interested candidates must do the following two steps:**

1. Submit an appropriate cover letter and resume in a Microsoft Word or PDF format to:  
[CB10searchcommittee2018@gmail.com](mailto:CB10searchcommittee2018@gmail.com) "**Community Assistant**" in the subject line **AND**
2. Apply for position on the **NYC Careers 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# 446011**
  - Non-City Applicants may apply by going to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for **Job ID#446011**

**Only candidates being considered will be contacted**

New York City residency is required within 90 days of appointment.  
The City of New York is an Equal Employment Opportunity Employer

**POSTING DATE: September 25, 2020**