

BROOKLYN COMMUNITY BOARD #1

CIVIL SERVICE TITLE: Community Associate

Total Time: 35 hours weekly; 9 am – 5 pm
Flex schedule, some evening hours required.

Salary: \$38,333

Incumbent Salary:(with 2 years of City Service Experience) \$44,083

Under general supervision, the Community Associate, with latitude for independent initiative and judgment, performs responsible work in any phase of the Community Board's work; will assist and support in the day-to-day operation and administration of the Community Board; performs assigned tasks to provide necessary and important community services; may supervise subordinate personnel or act as a team leader; performs related work. Bilingual Spanish preferred. Must type accurately with speed.

Examples of Typical Tasks

- Provide and improve community services by performing liaison functions, including security and safety, and improving communication between City agencies, community organizations and groups, and the individuals they represent.
- May train and supervise subordinate personnel or act as a team leader.
- Participate in a community development program.
- Elicit support and participation in community activities.
- Maintain incoming mail for Community Board's office and Community Board's Chairperson.
- Prepare and maintain mailing for monthly board meetings and various committee meetings, including email.
- Maintain meeting calendar; set up appointments.
- Prepare various documents for office, committee reporting, and dissemination.
- General filing of office material and documents.
- Answer and make telephone calls; handle incoming complaints from constituents.
- Perform complex and responsible clerical operations (use of computer programs, typing of documents, filing, preparation of mailings).
- Prepare follow-up, and formulate reports.
- Maintain appropriate records.
- Familiar with New York City Financial Management System (FMS) and PASSPort System, Mayor's Office of Contract Services (MOCS) (Training will be provided.)
- Familiar with social media

Qualification Requirements

1. High School or equivalent and three years of experience in community work or community-centered activities in an area related to the duties described above.

or

2. Education or experience which is equivalent to " 1 " above

Send resume and cover letter to: cb1associatesearch@gmail.com

DATE: April 21, 2023

Only candidates being considered will be contacted.

COMMUNITY BOARD NO. 1 IS AN EQUAL OPPORTUNITY EMPLOYER