# CITY OF NEW YORK

**Brooklyn Community Board 8**

**JOB VACANCY NOTICE**

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| **Civil Service Title: Community Associate** **Title Code: 56057 Shift: Full-time** | **Salary: New $38,333 – $ 63,794****Incumbent Rate: $44,083** **(Candidates with 2 years of service)** |
|   Brooklyn Community Board 8 is an independent city agency that has an advisory role in land use matters,  assessing neighborhood needs, budget recommendations, and municipal service delivery within the district  boundaries. Community Board 8 serves the North Crown Heights, Prospect Heights, and Weeksville neighborhoods.**DUTIES AND RESPONSIBILITIES*** The selected candidate will coordinate and attend meetings.
* Work closely with the board committees and constituents to provide community services.
* Provides administrative support, i.e., data entry, filing, answering phones, and general correspondence.
* Procurement processing utilizing the Financial Management System (FMS).
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| **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 as described above; or2. Education and/or experience which is equivalent to "1. |
| **PREFERRED SKILLS**1. Adaptive with the ability to work well under pressure.
2. Strong computer skills and proficiency in computer software including, Microsoft Office 365.
3. Excellent oral and written communication skills.
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| **TO APPLY, PLEASE SUBMIT RESUME TO:****brooklyncb8@gmail.com****(Please include ‘Resume’ in the subject line) or mail to:****Brooklyn Community Board 8****1291 St Marks Avenue****Brooklyn, NY 11213****Attn: District Manager - Ms. George** |
| As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency. |
| POST DATE: **January 19, 2022** | POST UNTIL: **Filled** | JVN#: **478-22-01** |

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