# 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). | | | |
| **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; or  2. 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. | | | |
| **TO APPLY, PLEASE SUBMIT RESUME TO:**  [**brooklyncb8@gmail.com**](mailto: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