

**CITY OF NEW YORK**  
**Brooklyn Community Board #14**  
**CITYWIDE JOB VACANCY NOTICE**

<p><b>Civil Service Title:</b> Community Assistant</p> <p><b>Title Code No:</b> 56056</p> <p><b>Hours/Shift:</b> Part Time – 14-21 hours/week</p>	<p><b>Salary:</b> \$17.80/Hr - New City Employee          \$20.47/Hr - Current City Employee          with 2 years of city service</p>
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Agency Mission

Community Board 14 is an independent city agency that provides municipal service delivery within district boundaries, identifies and assesses community needs, makes budget, land use and permit recommendations, interacts with city agencies, elected officials, organizations and community members. Our diverse district includes the neighborhoods of Flatbush, Midwood and a small section of Kensington.

Job Description

The selected candidate will perform clerical and administrative duties based upon agency need, which includes but is not limited to procurement process, including the city’s Financial Management System (FMS); filing and electronic record keeping; database and website upkeep; answering phones and general correspondence. Responsibilities will also include service delivery and preparing materials related to CB14 meetings and public hearings. Some evening meetings will be required.

Preferred Skills

Computer and organization skills; proficiency in Word, Excel, NYC’s Financial Management System. Passport, Airtable and Wordpress a plus. Languages in addition to English a plus.

**QUALIFICATION REQUIREMENTS**

A four-year high school diploma or its educational equivalent and two years of full-time satisfactory experience in community work.

**TO APPLY, PLEASE SUBMIT RESUME:**

scampbell@cb14brooklyn.com

<b>POST DATE:</b> 1/8/21	<b>POST UNTIL:</b> Until Filled	<b>JVN#:</b> 483-21-001
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**The City is an Equal Opportunity Employer**  
**New York City Residency Required**