



**BROOKLYN COMMUNITY BOARD 14**  
**FLATBUSH–MIDWOOD COMMUNITY DISTRICT**  
810 East 16<sup>th</sup> Street  
Brooklyn, New York 11230

**Office Title:** Brooklyn Community Board No. 14

**Salary:** \$54,100- New City Employees  
\$62,215- 2 years of city service

**Civil Service Title:** Community Coordinator

**Title Code & Schedule:** 56058- Full Time

Brooklyn Community Board No. 14 is a New York City agency representing the neighborhoods of Flatbush, Midwood, and Eastern Kensington. Community Boards are empowered through the New York City Charter to make advisory decisions on land use, budgets, and public policy and to monitor city services. The Community Coordinator will work closely with the District Manager to assist in resolving community issues, as well as support Board Officers, Committee Chairs, and Members. Responsibilities include, but are not limited to the following:

- Assist the District Manager in the monitoring and evaluation of municipal services.
- Respond to constituent concerns via email, phone, and in person.
- Ensure day-to-day office operations are efficient and effective.
- Drafting content for the Board's monthly e-newsletter and social media.
- Compose letters and other correspondence to board members, constituents, government officials, and city agencies.
- Conducting research as necessary and tracking key data.
- Attend and participate in board and committee meetings, as assigned by the District Manager, and transcribe monthly meeting minutes.
- Ensure all meeting notices are distributed to members of the public and posted timely.
- Prepare and update board member attendance reports and other ad hoc reports as assigned.
- Maintain Community Board files and records in both paper and electronic form.
- Review invoices and input and/or approve purchase orders and entries in the city Financial Management System (FMS) and assist in maintaining financial records.
- Must be able to travel locally to attend monthly evening meetings when necessary.
- Perform other miscellaneous tasks to support the mission and work of the Board and District Manager.

### **Qualifications Requirements**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community-centered activities in an area related to the duties described above; or
2. High school graduation 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
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least two years of experience as described in "1" above.

## Skills

- Cultural sensitivity and competency for a diverse population.
- Candidates who speak the following languages are encouraged to apply Spanish, Russian, Albanian, Arabic, Bengali, Chinese, French, Haitian Creole, Korean, Polish, Urdu, and African languages.
- Familiarity and experience working with Community Boards and/or NYC government.
- Excellent oral and written communication skills.
- Proficiency in Microsoft Office applications (Word, PowerPoint, Excel) Google Drive, and Social Media platforms strongly preferred.
- Ability to adapt to a fast-paced environment.
- Must be a team player and enjoy interacting with people daily.
- Superior organizational skills and keen attention to detail, including the ability to effectively juggle multiple projects and meet strict deadlines.

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**To apply:** Send your cover letter and resumé to [info@cb14brooklyn.com](mailto:info@cb14brooklyn.com). Residents of Brooklyn Community Board 14 are encouraged to apply.

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The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to apply for a job because of your disability. You can request reasonable accommodations from the EEO office at [BKBPEEO@brooklynbp.nyc.gov](mailto:BKBPEEO@brooklynbp.nyc.gov).

New York City residency is required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for two (2) continuous years may also be deemed to be in compliance with the residency requirement if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

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. This requirement must be met by your date of hire unless a reasonable accommodation for exemption is received and approved by the hiring agency.

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As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at [Public Service Loan Forgiveness | Federal Student Aid](#).

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**Post Date:** November 10, 2022

**Post Until:** Until Filled

**JVN #:** 484-22-001

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