



**THE CITY OF NEW YORK**

**BOROUGH OF THE BRONX**

**COMMUNITY BOARD #5**

**Honorable Vanessa L. Gibson, *Bronx Borough President***

**Chairperson  
Angel Caballero**

**District Manager  
Kenneth Brown**

**Title: Community Assistant**

**Job Description**

Bronx Community Board 5, an agency of New York City government seeks an individual to serve a fulltime position in the capacity of the Community Assistant title. The candidate will work under the supervision of the Bronx Community Board 5 District Manager.

Typical tasks includes interacting with constituents and community organizations seeking services, taking notes, assisting in the preparation of reports and documents for meetings convened by the Community Board. The Community Assistant will file records and correspondences, answer the telephone and document complaints and requests for services from the general public. The candidate may be required to attend tabling events and board meetings beyond Monday through Friday office hours. Assist in the administration of the Board Office at the direction of the District Manager.

**Minimum Requirement**

There is no formal education or experience requirements for this position. However, the ability to understand and carry out simple instructions is required.

BCC Campus \* Gould Hall, Room 200 \* 2155 University Avenue \* Bronx, New York 10453  
Telephone (718) 364-2030 \* Facsimile (718) 220-8426/1767 \* [bx05@cb.nyc.gov](mailto:bx05@cb.nyc.gov)

Serving these Neighborhoods:  
Fordham, Morris Heights, Mount Hope, University Heights

**Preferred Skills**

The selected candidate must be proficient in Microsoft Office, Social media networks. In addition, strong communication skills, interpersonal skills and team oriented.

Candidates must be able to speak, write and understand both English and Spanish fluently.

**Residency Requirements**

The successful candidate for the Community Assistant position will be required to be a resident of the City of New York within 90 days of hiring.

**To Apply**

All resumes should be emailed to [Bx05@cb.nyc.gov](mailto:Bx05@cb.nyc.gov) or mailed to the address below. All resumes should be submitted by the deadline date.

**Bronx Community Board 5  
BCC Campus, Gould Hall, Room 200  
Bronx, New York 10453**

\*\*\*\*\* **DEADLINE DATE – October 7, 2024**\*\*\*\*\*

The City of New York and Bronx Community Board 5 are Equal Opportunity Employers.