



## COMMUNITY BOARD # 4Q

Serving: Corona, Corona Heights, Elmhurst, and Newtown

46-11 104<sup>th</sup> Street

Corona, New York

11368-2882

Telephone: 718-760-3141

Fax: 718-760-5971

E-mail: [qn04@cb.nyc.gov](mailto:qn04@cb.nyc.gov)

**Donovan Richards**  
Queens Borough President

**Mariarena Giampino**  
Chairperson

**Ebony Young**  
Deputy Borough President

**Christian Cassagnol**  
District Manager

---

### CITY OF NEW YORK - QUEENS COMMUNITY BOARD 4 CITYWIDE JOB VACANCY NOTICE

#### Job Title/ Title Code

COMMUNITY SERVICE AIDE / 52406

**JOB DESCRIPTION:** Part Time position (21 - 25 hours/week)\*

**SALARY:** \$18.54 per hour + Full NYC benefit package

#### REQUIREMENTS:

- Interest in entry level City Government, specifically Community Boards and issues within the community
- \*Flexibility to attend occasional evening & weekend events and meetings as needed
- Basic understanding of complaint resolution and constituent communication
- Excellent computer skills and knowledge of social media and virtual meeting platforms

#### EXAMPLE OF TASKS:

- Performing basic clerical operations, i.e.: writing of letters, faxing, emailing and fielding telephone calls
- Participating in community activities and community development programs
- Acting as a liaison between City Agencies, Community Based organizations (CBO's), and constituents to resolve issues and deliver services to the community.
- Managing and monitoring of social media and virtual meeting platforms

#### QUALIFICATIONS / REQUIREMENTS:

There are no formal education requirements for this position.

#### TO APPLY PLEASE MAIL COVER LETTER AND RESUME TO:

Christian Cassagnol, District Manager  
Queens Community Board No. 4  
46-11 104 Street  
Corona, NY 11368

#### OR E-MAIL:

[ccassagnol@cb.nyc.gov](mailto:ccassagnol@cb.nyc.gov)

#### OR FAX:

718-760-5971

**NO PHONE CALLS PLEASE**

The City of New York is an Equal Opportunity Employer

Post Date: 03/04/2025

Post Until: Filled