

CITY OF NEW YORK
 QUEENS COMMUNITY BOARD #6
 CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Community Associate Title Code No: 56057 Number of Positions: 1 Hours/Shift: 9am – 5pm (Some evening work hours required)	Level: Salary Range: \$44,000 - \$50,000
<i>Job Description</i>	
<p>The Community Associate, under the general supervision of the District Manager, will perform tasks as assigned to provide necessary and important community services and related work. The ideal candidate should enjoy interacting with people daily, be able to work independently and adapt to change in a fast-paced environment, enjoy being part of a team, and be passionate about public service and helping others within the guidelines of NYC.</p> <p>The responsibilities of the Community Associate include but are not limited to:</p> <ul style="list-style-type: none"> - Assist in the administration and clerical support of the Board Office including but not limited to filing, scheduling, answering and directing calls, drafting letters, meeting / event flyers and notices, meeting minutes - Manage content for the Board’s social media pages and website to encourage community participation and engagement - Must be available to attend at least one evening meeting each month - Work with government agencies, offices of elected officials, community organizations and residents / businesses to resolve constituent service requests / complaints - Process bills using the Financial Management System - Other tasks assigned by the District Manager 	
<i>Qualification Requirements</i>	
<ol style="list-style-type: none"> 1. A baccalaureate degree from an accredited college and one year of satisfactory full-time experience in community or government work, public administration or related fields, or public information or relations, of which one year must have been in supervisory or administrative capacity; or 2. An associate degree from an accredited community college and two years of satisfactory full-time experience in community or government work, public administration or planning or related fields, or public information or relations; or 3. A four-year high school diploma or its equivalent and three years of satisfactory full-time experience in community or government work, public administration or planning or related fields, or public information or relations, of which one year must have been in a supervisory or administrative capacity; or 4. Education and/or experience which is equivalent to “1”, “2”, or “3” above 	
<i>Preferred Skills</i>	
<p>Office experience and demonstrable background dealing with members of the public. Knowledge of city government, 311, NYC Budgets, Financial Management System (FMS) Computer skills: Typing, Microsoft Word, Outlook, Excel, PowerPoint, Teams, Canva, Zoom, Webex Excellent written and oral skills</p>	
TO APPLY PLEASE SUBMIT RESUME VIA CERTIFIED MAIL TO: CHRISTINE NOLAN, DISTRICT MANAGER – QUEENS COMMUNITY BOARD 6 COMMUNITY ASSOCIATE OPENING 104-01 METROPOLITAN AVENUE FOREST HILLS, NY 11375	
POST DATE: 2-5-25	POST UNTIL: 2-21-25
JVN #: 436-20250001	

*The Queens Community Board and the City of New York is an Equal Opportunity Employer.
 New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.*