City of New York
Queens Community Board 6
Citywide Job Vacancy Notice

Civil Service Title: Community Service Aide Title Code No: 52406 Division / Work Unit: Queens Community Board 6 Number of Positions: 1 Hours / Shift: 35 Hours / Full-Time	Level: 1 Salary: Commensurate with experience. All paid benefits.

The Community Board Mission

Cooperates with, assists, and advises any public agency or office concerning matters which relate to the welfare of the District and its residents; submits recommendations to the Mayor, Borough President, and other City Officials in the best interests of the district which it serves; conducts public hearings and submits recommendations and priorities on the capital and expense budgets, allocation and use of funds for community development, and on development or improvement of land; evaluates the quality and quantity of services provided by agencies; implements all other responsibilities mandated by the City Charter.

Job Description

Community Board 6 is seeking a Full-Time Community Service Aide in the district office. The applicant must be interested in the community and government service, have a high school diploma, with prior work experience, excellent phone, and computer skills.

Examples of Typical Tasks

Provide community services by performing liaison functions between NYC Agencies and individuals.

The employee will perform routine office tasks, such as filing, keeping records and typing. Will answer telephones and make referrals or take messages in addition to assisting other members of the staff.

Coordinate and represent Community Board at special events / meetings within the district.

Handle payment of bills acquired by Community Board using the Financial Management System.

Assist in organizing / attending monthly Community Board and District Service Cabinet Meetings.

We are looking for a person who is loyal, trustworthy, motivated, a self-starter, detail oriented, organized, flexible, personable, who works well with people and works well under pressure. The office duties are diversified.

The person should have the following skills: Windows 7, MS Office including Word and Excel, typing, knowledge of office equipment, filing, and answering telephones. Familiarity with Community Boards, New York City government and / or college preferred.

TO APPLY, PLEASE SUBMIT RESUME TO:
All resumes must be sent via mail, Certified Return Receipt is required to:
New York City Community Board 6 – Queens
104-01 Metropolitan Avenue
Forest Hills, NY 11375
Attention: Mr. Frank P. Gulluscio, District Manager

POST DATE:	POST UNTIL:	JVN#: 2018-436-0017
9/12/18	FILLED	

Queens Community Board 6 & The City of New York are Equal Employment Opportunity Employers