



Bronx Community Board No. 8

5676 Riverdale Avenue – Suite 100
Bronx, NY 10471

POSITION AVAILABLE: COMMUNITY COORDINATOR

Salary Range: \$52,524 – \$81,535 (*)

Division/Work Unit: Bronx Community Board No. 8

Bronx Community Board No. 8 is a New York City agency established to identify the needs of our community and advocate through city government to meet those requirements. In addition, we are empowered through the New York City Charter to make advisory decisions on land use, budgets, public policy and to monitor city services. The Board is composed of appointed members who represent different areas of our district, which includes Fieldston, Kingsbridge, Kingsbridge Heights, Marble Hill, Riverdale, Spuyten Duyvil and Van Cortlandt Village.

Duties and Responsibilities

The Community Coordinator, under supervision and direction of the District Manager, assists in resolving community issues, supports the Board Officers, Committee Chairs and Members and is responsible for various administrative tasks. Responsibilities include, but are not limited to the following:

- Assist the District Manager in the monitoring and evaluation of municipal services and respond to constituent concerns related to these services
- Work closely with committee chairs on routine assignments, such as applications, agendas and reviewing meeting minutes in a timely fashion
- Ensure day-to-day office operations are efficient and effective
- Review invoices and input and/or approve purchase orders and entries in the city Financial Management System (FMS) for further approval and assist in maintaining financial records
- Communicate issues of community interest by drafting content for Board's monthly e-newsletter and social media
- Prepare formal correspondence from the Board to various agencies and elected officials as assigned
- Monitor and respond to correspondence from the Board and the public, conducting research as necessary and tracking key data
- Take minutes of selected monthly full board meetings and submit in a timely fashion
- Ensure all meeting notices and minutes are received, distributed and posted on time, coordinating with board chairs
- Prepare and update board member attendance reports and other reports as assigned
- Maintain Community Board files and records in both paper and electronic form
- Attend 1-2 monthly Board meetings and selected committee meetings, which are normally scheduled in the evening, as well as other occasional evening and weekend events and meetings
- Perform other miscellaneous tasks to support the mission and work of the Board and District Manager

Qualification Requirements

1. Must be able to travel locally and attend 1-2 monthly evening meetings
2. Education and/or experience which is equivalent to “a”, “b” or “c” below:
 - a) 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
 - b) High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties described above; or
 - c) Education and/or experience which is equivalent to “a” or “b” above. However, all candidates must have at least one year of experience as described in “a” above.
3. New York City residency is generally required.

Important Skills

- Cultural sensitivity and competency for a diverse population
- Bilingual (English/Spanish) a plus
- Interest, familiarity and experience with community boards and/or NYC government
- Takes initiative, uses sound judgement and demonstrates service orientation
- Excellent oral and written communications skills
- Computer proficiency including mastery in MS Office, Google Drive, social media and word press websites
- Ability to adapt to change in a fast-paced environment
- Must be a team player and enjoy interacting with people on a daily basis
- Superior organizational skills and keen attention to details, including the ability to effectively juggle multiple projects and meet strict deadlines

(*) **Salary Note (2019):** for employees with two or more years of continuous city service, the minimum starting salary is \$60,403

To Apply

Current City Employees: Please log into Employee Self Service (ESS) at <http://www.nyc.gov/ess> and search for Job ID number 560583

All other applicants: Please go to <http://www.nyc.gov/jobs> and search for Job ID number 560583

- Residents of Bronx Community Board 8 are encouraged to apply
- This position is classified in the Non-Competitive Class
- For Fair Labor Standards Act purposes, this position is Exempt
- This position offers a New York City comprehensive fringe benefits package

The City of New York and Bronx Community Board 8 are Equal Opportunity Employers