



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT JOB VACANCY NOTICE

Office Title: Constituent Assistance Liaison

Salary: \$52,524 - New City Employees
\$60,403 - Incumbent Rate

Civil Service Title: Community Coordinator

Title Code: 56058

The Office of the Brooklyn Borough President is seeking a dynamic and energetic individual to join our Constituent Assistance Team in the mission to serve Brooklyn Constituents.

Primary Responsibilities are as follows:

- Advocate on behalf of Brooklyn Constituents
- Meet with constituents to address complaints and provide information/referral services
- Maintain accurate case records and conduct follow up
- Represent the Borough President at events and meetings as assigned
- Perform outreach on a variety of initiatives and programs

Qualifications:

- Excellent verbal and written communication skills, interpersonal, and problem solving skills.
- Knowledge of Microsoft Office products and Google applications.
- Knowledge of NYC agencies and Brooklyn neighborhoods and communities a plus.
- Ability to speak Russian preferred.
- Candidates must be available to work occasional evenings or weekends for events.

To apply, please submit your resume to:

Office of the Brooklyn Borough President
Human Resources Division
209 Joralemon Street – Room G-20
Brooklyn, New York 11201

Post Date: November 30, 2018

Post Until: Until Filled

JVN #: 012-19-001

The Office of the Brooklyn Borough President is an Equal Opportunity Employer