



JOB VACANCY NOTICE

Office Title: Community Board Coordinator

Salary: \$54,100- New City Employees
\$62,215- 2 years of city service

Civil Service Title: Community Coordinator

Title Code & Schedule: 56058 – Full Time

The Brooklyn Borough President's Community Board Office is seeking a highly motivated and dynamic professional to serve as the agency's Community Board Coordinator. Working under the direct supervision and guidance of the Director of Community Boards, the coordinator must have a strong commitment to the community and will be responsible for the implementation of the Brooklyn Community board member recruitment and appointment process. The ideal candidate will perform a wide range of tasks including, but not limited to:

- Assist with recruiting a diverse range of candidates to serve on a fifty (50) volunteer member community board for each of the 18 Brooklyn Community Boards.
- Deploying presentations describing the role of community boards in city government.
- Attending community board meetings with citywide partners and stakeholders.
- Developing relationships with Community Board members and staff.
- Providing resources and assistance to the 18 Brooklyn community boards.
- Participate in community outreach events and informational tabling at various locations.
- Responsible for compiling reports, maintaining office logs, and NYC agencies contacts.
- Maintain Airtable database by entering, updating, and retrieving members' information.
- Plan, schedule, and coordinate office meetings, including community events.
- Facilitate a variety of training modules and associated record-keeping requirements.
- Implement and maintain confidential management protocols for both digital and physical documents.
- Provide daily administrative support to the unit, i.e., answering phones, mail, and email.
- Work on special projects as needed.
- Must be flexible to work nights and weekends.

Minimum Qualifications Requirements

1. 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
2. High school graduation or equivalent and six years of experience in community work or community-centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least two years of experience as described in "1" above.

Preferred Skills

- Excellent interpersonal and strong problem-solving skills.
- Detail-oriented, highly organized, and able to prioritize tasks.
- Ability to work effectively independently and with members of a team.
- Excellent written and oral communications skills.
- Capable of managing projects from inception to completion.
- Proficient in Microsoft Office Suite or related software database/spreadsheet design.
- Familiarity with City Government operations.
- A strong assurance of the values and vision articulated by Brooklyn Borough President Antonio Reynoso, a prerequisite for fulfilling the Community Board Coordinator role.
- Proficiency in a second language is a plus to communicate effectively with board members and members of the community.

To apply: Submit a resume, cover letter, and the contact information for three professional references to BKBPHR@brooklynbp.nyc.gov subject line “Community Board Coordinator.” Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to apply for a job because of your disability. You can request reasonable accommodations from the EEO office at BKBPEEO@brooklynbp.nyc.gov.

New York City residency is required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for two (2) continuous years may also be deemed to be in compliance with the residency requirement if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. This requirement must be met by your date of hire unless a reasonable accommodation for exemption is received and approved by the hiring agency.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at [Public Service Loan Forgiveness | Federal Student Aid](#).

Post Date: April 27, 2022

Post Until: Until Filled

JVN #: 012-22-012
