

**MANHATTAN BOROUGH PRESIDENT'S OFFICE
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Community Associate	Salary: \$35,683- \$40,000 salary will be commensurate with experience
Office Title: Scheduling Assistant	Work Location: One Centre Street, NY, NY
Division/Work Unit: Scheduling Unit	Work Hours: 35 Hours per week (overtime and weekend work may be required)

JOB DESCRIPTION

The Office of Manhattan Borough President Gale A. Brewer seeks to hire a Scheduling Assistant. This position reports to the Director of Scheduling. This position is highly dynamic and requires a keen attention to detail. The successful candidate will possess outstanding interpersonal and communication skills and be willing to assist staff and visitors as needed in an efficient, courteous and professional manner. Candidate should be flexible and able to coordinate and ensure scheduling needs as they arise and/or change.

Responsibilities will include; but are not limited to:

- Assist in the preparation and execution of the Borough President's daily schedule as directed.
- Assist in creating a comprehensive, strategic scheduling plan to encompass proposed and potential events for the Borough President requiring outreach to non-profits, government agencies, New York City schools and members of the public.
- Assist in arranging and coordinating meetings for the Borough President with government agencies, non-profits, elected officials and members of the public.
- Locate events for the Borough President to attend; assist in vetting events to gather details and communicate to the Borough President.
- Periodically accompany the Borough President to external events and coordinate with staff members attending external events and meetings with the Borough President.
- Assist in managing scheduling and contact database.

MINIMUM QUALIFICATION REQUIREMENTS

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

PREFERRED REQUIREMENTS

- A baccalaureate degree in policy, politics, communications and/or related field.
- Demonstrated writing and oral communication skills.
- Ability to work independently to complete assignments in a timely manner.
- Familiarity with New York City government.
- Effective organizational, administrative, planning and time- management.
- Being comfortable with a flexible schedule and occasional long work hours
- The ability to work well under pressure and deadlines.

TO APPLY

Interested candidates must do the following by September 27, 2016:

Email a cover letter and resume in a word or PDF document : resumes@manhattanbp.nyc.gov
and

Apply for position on the NYC Careers website click, <https://a127-jobs.nyc.gov> and search for Job ID# 262600.

Only candidates being considered will be contacted

The Office of the Manhattan Borough President is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, gay/lesbian/bisexual/transgender people, people with disabilities, and veterans are encouraged to apply.

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 eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.