



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT JOB VACANCY NOTICE

Office Title: Administrative Assistant

Salary: \$59,116- New City Employees
\$67,982 2 years of city service

Civil Service Title: Community Coordinator

Title Code & Schedule: 56058– Full Time

The Office of the Brooklyn Borough President is seeking a highly motivated and forward-thinking professional to serve as its Administrative Assistant within the Executive Unit. The Administrative Assistant will report directly to the Deputy Chief of Staff of Operations and work in coordination with the executive team to schedule meetings, events, speaking engagements and coordinating their specific details. The Administrative Assistant will also work with all members of the Executive Team to coordinate travel arrangements, conferences, seminars, and lectures. In serving as one of the main points of contact for the Executive Team the Administrative Assistant will also be responsible for the following:

- Complete administrative duties for the Chief of Staff and Deputy Borough President including but not limited to scheduling meetings, appointments, travel arrangements, conferences, seminars, and lectures.
- Manage the complex calendars of two executive level staff members independently.
- Facilitate administrative communication between the executive unit and internal and external departments and constituents.
- Provide occasional support to the Deputy Chief of Staffs.
- In the absence of the executive assistant manage the Borough President’s calendar, appointments, travel arrangements, conferences, and seminars.
- Draft and edit correspondence, communications, and other documents on behalf of executive unit.
- Provide excellent customer service experience both online and offline.
- Perform administrative duties such as answering phone inquiries and routing correspondence to the appropriate unit.
- Serves as a secondary point of contact for the executive assistant.

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 three 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:

- At least 3 years of administrative experience working as a scheduler, executive assistant, or other relevant position.
 - Excellent written and verbal communication skills.
 - Outstanding attention to detail, especially as it relates to managing calendars and written communication.
 - Effectively able to manage time in a fast-paced environment and take direction well from management.
 - Proficiency in using various Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook; familiarity with virtual platforms (e.g., WebEx, Zoom, and Microsoft Team).
 - Excellent organizational skills, with the ability to manage multiple projects at once.
 - Exceptional ability to execute reliably by solving problems proactively and prioritizing time and tasks.
 - Resilience to navigate competing priorities and constant change.
 - In addition to English, fluency in a foreign language including Spanish, Mandarin Chinese, Cantonese, Russian, Korean, Haitian Creole, Arabic, Bengali, Hindi, Urdu, Yiddish or Hebrew is a plus.
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To apply: Submit a resume, cover letter, and the contact information for three professional references to BKBPHR@brooklynbp.nyc.gov with the subject line “Administrative Assistant” Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

The Office of the Brooklyn Borough President is an Equal Opportunity Employer and is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, LGBTQIA+ people with disabilities, and veterans are encouraged to apply. 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 access job openings or apply for a job on this site because of your disability. You can request reasonable accommodations from the EEO office at Ricardo.newball@brooklynbp.nyc.gov. The City of New York is an Equal Employment Opportunity Employer

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 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: August 3, 2023

Post Until: Until Filled

JVN #: 012-004-024
