



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT JOB VACANCY NOTICE

Office Title: Special Assistant to the Chief of Staff

Salary: \$60,889- New City Employees
\$70,022 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 Special Assistant to the Chief of Staff for the Chief of Staff. The Special Assistant to the Chief of Staff will report directly to the Chief of Staff and work in coordination with the executive team to schedule meetings, events, speaking engagements and coordinating their specific details. The Special Assistant to the Chief of Staff will also work with all members of the Executive Team in serving as one of the main points of contact for the Chief of Staff the Special Assistant to the Chief of Staff will also be responsible for the following:

- Complete administrative duties for the Chief of Staff assist with meeting notes and coordinate communication between the Chief of Staff's units.
- 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 Chief of Staff's calendar, appointments, travel arrangements, conferences, and seminars.
- Draft and edit correspondence, communications, and other documents on behalf of the Chief of Staff.
- Provide excellent customer service experience both online and offline.
- 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 “Special Assistant to the Chief of Staff” 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 BKBPEEO@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: September 30, 2024

Post Until: Until Filled

JVN #: 012-025-007
