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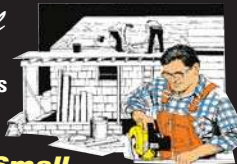
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Help Wanted

Help Wanted

Help Wanted

Help Wanted

Help Wanted

NYC COMMUNITY BOARD 12, QUEENS IS SEEKING ONE PART-TIME POSITION (20) HOURS PER WEEK.

JOB DESCRIPTION FOR PART-TIME POSITION

- Answering the phone Complaint resolution (311 complaints and correspondence with the community).
- Some standard office-related duties such as faxing, copying, and assisting in preparation for monthly board meeting.

QUALIFICATION REQUIREMENTS

Must be interested in Community and government service, have a high school diploma with prior work experience, excellent phone and computer skills, comfortable talking to and interacting with others, excellent written and oral skills, professionalism and courtesy.

We are looking for persons who are loyal, trustworthy, motivated, work well with people and work well under pressure.

To apply, please submit Resumes to:

Yvonne Reddick

District Manager, Community Board 12, Queens

90-28 161 Street, Jamaica, NY 11432

All resumes must be sent by Mail.

(No Telephone calls, Faxes or E-mails)

Resume deadline is September 23, 2016.

NYC COMMUNITY BOARD 12, QUEENS IS SEEKING ONE FULL-TIME POSITION (35) HOURS PER WEEK.

JOB DESCRIPTION FOR FULL-TIME POSITION

- Complaint resolution (311 complaints and correspondence with City Agencies and the community).
- Standard office-related duties such as answering the telephone, filing, faxing, copying, scanning, updating and accessing both paper and electronic files.
- Assist in the preparation for the monthly board meetings.

QUALIFICATION REQUIREMENTS

Must be interested in Community and government service, have a high school diploma with prior work experience, excellent phone and computer skills, comfortable talking to and interacting with others, excellent written and oral skills, professionalism and courtesy.

We are looking for persons who are loyal, trustworthy, motivated, work well with people and work well under pressure.

To apply, please submit Resumes to:

Yvonne Reddick, District Manager, Community Board 12, Queens

90-28 161 Street, Jamaica, NY 11432

All resumes must be sent by Mail.

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