

City of New York/Parks & Recreation
Seasonal Job Vacancy Notice
Office Title: Clerical Associate
Civil Service Title: Clerical Associate
Location: 49 Chambers Street, NYC
Salary: \$ 18 p/h
Duration: 12 months starting July 14, 2014
Number of Positions: 1

The NYC Parks GreenThumb program is the nation's premier community gardening program. Funded primarily by Federal Community Development Block Grants, the program turns once vacant land in eligible areas into publicly accessible community gardens, urban farms and public spaces. With over 600 member gardens serving 20,000 city residents, GreenThumb provides material support and capacity building assistance to community gardeners throughout New York City.

MAJOR RESPONSIBILITIES

- Perform responsible clerical work in various administrative and operational areas by processing, recording, checking, and maintaining records, furnishing information, and preparing reports.
- Greets visitors; responds to questions, provides information, documents, instructions and directs visitor to appropriate party.
- Performs data entry into automated programs to track contracts, applications, filings, violations or other pertinent data, depending on assignment.
- Answers multiple phone lines and responds to caller's questions or directs the call to the appropriate party.
- Responds to requests for information via mail, phone or in-person; gathers appropriate forms and documents, searches for and copies documents from archived records and forwards to requestor.
- Attends meetings to take notes and provide general clerical support.
- Maintains inventory of office supplies and prepares a list of office supplies to be ordered.
- Opens, sorts and distributes incoming mail and processes outgoing mail.
- Prepares correspondence, memos, forms and reports using word processing applications software.
- Maintains records of fees collected from the public, within the area of responsibility, and balances cash receipts.
- Assist in organizing and maintaining filing and records systems.
- Ensure the orderly and safe upkeep of the office equipment and resources.
- Perform other related clerical and office management functions as necessary.

QUALIFICATION REQUIREMENTS

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

PREFERRED SKILLS/QUALIFICATIONS

1. Motivated and organized with strong written and verbal communication skills
2. Expertise in Microsoft Office, especially Excel, Access and PowerPoint.
4. Ability to work collaboratively and initiate administrative processes.
5. Reporting and organizational skills
6. Professionalism, problem solving, inventory control, and verbal communication
6. Interest in community development, parks and green spaces a plus
7. Flexibility to work evenings and weekends.
8. Fluency in Spanish a plus.

To apply: please submit cover letter & resume by July 7, 2014 to:
Nancy Kohn, 49 Chambers Street, 10th Floor, Ste 1020 New York, NY 10007.
Email: GreenThumbJobs@gmail.com

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