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THE COUNCIL  
OF  
THE CITY OF NEW YORK  
**GALE A. BREWER**  
COUNCIL MEMBER, 6<sup>TH</sup> DISTRICT, MANHATTAN

**CHAIR**  
OVERSIGHT AND INVESTIGATIONS

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**COMMITTEES**

CONSUMER AND WORKER PROTECTION  
FINANCE  
GOVERNMENTAL OPERATIONS  
HIGHER EDUCATION  
RULES, PRIVILEGES, AND ELECTIONS

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**SUB-COMMITTEE**  
COVID RECOVERY AND RESILIENCY

The New York City Council is seeking a **Director of Scheduling** to work in the office of New York City Council Member Gale A. Brewer, representing the 6th Council District, encompassing most of the Upper West Side up to 108th Street west of Broadway, a part of Clinton (to West 54th St) and all of Central Park.

The Director of Scheduling will maintain the Council Member's fast-paced schedule. Solid attention to detail, flexibility, a positive, team-oriented attitude and a strong desire to help others is essential. The role also involves recruitment of interns and volunteers, some management of our vibrant internship program, and opportunities to take on independent projects outside of these core responsibilities.

#### Responsibilities:

- Schedule and plan for all meetings, hearings and events; update and maintain the calendar; plan special events, including monthly forums and annual events.
- Recruit, interview, and orient interns to the office and help manage aspects of the educational internship program.

#### Minimum Qualifications

- Excellent listening, communications and writing skills
- Highly organized and careful attention to detail
- An interest in local government, politics, and city issues

This position includes excellent benefits, including health, dental and vision coverage. New York City residency required within 90 days of appointment. Compensation based upon experience and education. Please email your cover letter and resume to [District6@council.nyc.gov](mailto:District6@council.nyc.gov) as a PDF, with "Scheduler" in the subject line.

The New York City Council is an equal opportunity employer and candidates from all backgrounds are encouraged to apply.

As of November 15, 2021, all staff must be vaccinated against the COVID-19 virus to work at City Hall and/or 250 Broadway offices, or at any Council Member district office, unless they have been granted a reasonable accommodation for religion or disability. If you are offered the position, this requirement must be met by your start date, unless a reasonable accommodation for exemption is received and approved by the New York City Council.

The New York City Council complies with federal and state disability laws and makes reasonable accommodations for applicants with disabilities. If reasonable accommodation is needed to participate in the application or interview process, to perform essential functions, and/or to receive other benefits and privileges of the position, please contact the Council Member's office.

June 22, 2022