Empire Plan Health Insurance
NYS Retirement
Deferred Compensation
Paid Vacation, Sick and Personal time

- Must have strong written and verbal communication skills
- Proficiency in Word, Excel, Publisher and all other Microsoft programs
- Must have strong organizational and time management skills
- Ability to manage and complete multiple projects in a specific timeline

The candidate must be able to perform duties that would include, but not limited to:

- Write, design and edit quarterly Village Newsletter.

- Attend bi-monthly Board of Trustee meetings. Prepare agenda, meeting minutes and follow up letters.

- Organize and coordinate the Annual Street Fair

- Promote Village meetings and cultural events thru press releases to local newspapers, flyers and direct notification to community/school/civic leaders.

- Process various applications such as block party, car wash, and community center usage.

- Assist with updating Village website.

- Maintain partnerships with various Community groups.

- Answering a high volume of phone calls, assisting with the front counter, issue parking permits and take in tax payments.

Training/Experience:

All interested parties should send resumes to:

Maria Cerda, Village Clerk
Oscar Osorio Village Treasurer

Inc. Village of New Hyde Park          Email: NHPCLERK@VNHP.ORG  OSCAR@VNHP.ORG
1420 Jericho Turnpike                  Fax: 516 354-6004
New Hyde Park, NY 11040

**Advertisement Summary**

The Inc. Village of New Hyde Park is seeking a Full Time Secretary to the Board of Trustees. Responsibilities include write, design and edit quarterly Village Newsletter. Organize annual Street Fair and other cultural events. Prepare agenda, attend bi monthly night Board Meetings and prepare official minutes. Other responsibilities include answering a high volume of phone calls, assisting with the front counter, issue parking permits and accepting Village tax payments. Candidates must have strong written and verbal communication skills, strong organizational skills and the ability to manage time according to deadlines. Proficiency in Word, Excel, Publisher and all other Microsoft programs. Send resume & salary requirements Maria Cerda, Village Clerk, 1420 Jericho Turnpike, New Hyde Park, NY 11040, email nhpclerk@vnhp.org and oscar@vnhp.org  fax to 516-354-6004.

**Secretary to the Board**

This is a project and task-oriented position, with a major emphasis on communicating information in an oral and written format.  Qualified candidates must be comfortable and able to produce written materials, in paper and electronic format.  Responsibilities include:  write, design, and edit the quarterly Village Newsletter; attend bi-monthly Village Board meetings, prepare and distribute the official minutes in a timely fashion; organize and coordinate the annual Village street fair; design and prepare public information posters for the sidewalk kiosk;  promote important Village meetings and cultural events thru press releases to local newspapers, flyers, and direct notifications to community/school/civic leaders; manage the summer car wash, block party, park usage, and community center schedules to ensure appropriate approvals, insurances, and receipt of payments; update and disseminate monthly events calendar;  and prepare letters on behalf of the Village Board.   Qualified candidate must be highly organized and highly motivated to meet deadlines and timeframes on multiple projects.   Additional responsibilities include answering a high volume of telephone calls, responding to the public at the front counter, research tax inquiries; issue resident parking permits; receive tax payments during tax season.  The nature of this position requires the ability to collaborate with and maintain strong partnerships with contacts at the NHP Chamber of Commerce, NC Police Dept, NHP Fire Department, Hillside Public Library, school officials, and local elected officials.   This position requires proficiency in Word, Excel, e-mail, and Desktop Publishing; strong organizational and writing skills; and the ability to manage and complete multiple projects in a specific timeframe.