Job Description

Job Title: Administrative Assistant
Location: New York, NY
FLSA Status: Part Time (Seasonal-Summer), Non-Exempt
Classification: Administrative Support Worker
Department: Alianza  
Program/Contract: Youth Employment Programs
Reports to: Program Director

Supervisory Responsibilities: Yes ☐ No ☒

Summary: Alianza Youth Services is a non-profit division of Catholic Charities which strives to strengthen academic achievement, health & wellness, artistic expression, and employment access to young people. Our goal is to provide youth between the ages of 14 - 21 with focused civic-engagement, work-readiness and paid opportunities. This position will provide essential clerical and administrative support to the Program Director and assist with various projects to ensure efficient operations.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Work closely with the Youth Employment Programs Director in the coordination of program operations, administrative tasks, and assisting with various projects throughout the year.
- Handle the Director’s Outlook Calendar to schedule internal and external meetings.
- Receive and manage incoming calls, arrange conference calls, etc.
- Track and maintain expenditures for Director and Youth Employment Programs activities in coordination with fiscal team
- Process all invoices for payment through the check request process according to the fiscal guidelines
- Reconcile and submit personal expenses reports for Director and Youth Employment Programs team members
- Maintain filing system of department paperwork and relevant program documentation
- Maintain, distribute, and keep track of all program metro cards, gift cards, petty cash, etc.
- Work closely with Youth Employment Programs team to ensure program data, lists, and information is current
- Assist with all contract, foundation, and funding program reports, statistics, data, etc.
- Coordinate orders for office, program supplies and equipment
- Maintain equipment and other relevant inventory list or assist with up-keep of systems
- Coordinate with IT and/or Database Manager on program/staff equipment repairs or upgrades
- Assist with preparations (materials, refreshments, etc.) for program meetings and events as directed
- Provide support to the Director and Youth Employment Programs team on special projects and tasks
Position Type and Expected Hours of Work:

This is a full-time position. Days and hours of work are generally 9:00 AM to 5:00 PM, Monday - Friday. Additional hours may be required to meet program deadlines, or client needs.

Working conditions and physical demands required:

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Remain stationary at a workstation and use a computer at least 75% of the time.
- Travel at least 25% of the time using public transportation, traverse city streets; occasionally ascend/descend stairs, and be exposed to outside weather conditions.
- Ability to operate standard office equipment i.e., copier, fax, scanner, postage machine and printer.
- Ability to use and respond to phone calls
- Ability to file client documents in cabinets.

Qualifications

Education and/or experience required:

- HS Diploma/GED; Some college credit/courses are a plus,
- Minimum of three (3) years’ related office experience.

Skills, Licenses, and/or competencies required:

- Bilingual, English/Spanish a plus
- Excellent interpersonal, communication and organizational skills
- Ability to be a team player, work independently and with diverse groups of people
- Ability to participate in community service initiatives if needed
- Computer literate.

Catholic Charities and Catholic Charities Community Services is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristics protected by law.