Job Description

Job Title: Administrative Assistant
Location: Bronx, NY
FLSA Status: Full Time, Non-Exempt
Classification: Administrative Support Worker
Department: Community Outreach Services
Program/Contract: HomeBase
Reports to: Housing Specialist Coordinator
Supervisory Responsibilities: Yes ☒ No ☐

Summary: This position will assist the Site Supervisor and other staff by performing administrative and clerical functions.

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

- Picks up emergency assistance checks from the HRA Job Centers, the main office, and all of the HPP sites. Delivers checks to different sites.
- Maintain updated employee and client lists with final outcomes and other statistics.
- Prepare computerized program reports.
- Handle special projects as assigned by the Supervisor.
- Develop and maintain filing system.
- Coordinates orders for office supplies.
- Handle phone calls and correspondence.
- Maintain calendar and appointments on computer.
- Prepare and disburse minutes of meetings.
- Attend Department and Program meetings as directed.
- Provides support to the Supervisor with other projects as assigned.

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.
• To conduct home visits and outreach within NYC at least 50% of the time, individuals will use public transportation or traverse city streets, occasionally ascend/descend stairs, and be exposed to outside weather conditions.
• Ability to work with the public.
• Ability to position boxes/items at different levels that weigh up to 25 lbs.
• Remain stationary at a work station and use a computer at least 50% of the time.
• Potential to carry a laptop to offsite work locations.

Qualifications

Education and/or experience required:

• HS Diploma, some college preferred, and/or minimum 3 years of related experience. Bi-lingual English-Spanish a plus

Skills, Licenses, and/or competencies required:

• Excellent interpersonal and communication skills; strong organizational and computer literate