



TITLE: ADMINISTRATIVE ASSISTANT

BACKGROUND:

Urban Strategies, Inc. (USI) is a Brooklyn based 501c3 non-profit, social service agency that endeavors to continuously strive to promote, empower, enhance, motivate, and contribute to the general well-being of the youth and families in the community at large in New York City. The organization is committed to addressing the critical issues throughout New York City such as homelessness, unemployment, childcare, hunger, and education. USI is hiring a number of positions for a temporary shelter site in Brooklyn, NY.

POSITION SUMMARY:

Reports to the Program Director and is responsible for providing daily administrative support to ensure efficient operation of the office and shelter. The Administrative Assistant will support the Program Director through a variety of tasks related to organization and communication. The Administrative Assistant will communicate via telephone and email, ensuring that duties are completed accurately and delivered with high quality and in a timely manner.

QUALIFICATIONS:

- Associates Degree required
- Minimum of two years administrative support experience necessary
- Proficiency in MS Word, MS Excel and MS Outlook required
- Knowledge of operating standard office equipment
- Excellent written and verbal communication skills
- Bilingual Spanish written and verbal fluency desirable
- Ability to prioritize projects and strong problem solving and research skills
- Strong attention to detail

RESPONSIBILITIES:

- Provide general administrative and clerical support including mailing, scanning, faxing and copying.
- Maintains electronic and hard copy filing system.
- Open, sort and distribute incoming correspondence.
- Perform data entry and scan documents.
- Manage Programs Director's calendar.
- Assist in resolving administrative issues.
- Answers calls and respond to email inquiries.
- Prepare and modify documents including correspondence, reports, drafts, memos.
- Schedule and coordinate meetings, appointments, office activities and functions.

- Maintains inventory of supplies for departments.
- Reviews and signs time sheets to ensure accuracy.

Annual salary is \$50,000-\$55,000.

Candidates interested in the position should submit a cover letter, resume, and three references to USINYJobs@rfwconsultants.com with “Administrative Assistant Position” in the subject line by Friday, November 4, 2022 by 5pm.