

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Administrative Assistant
Department: Business Development Center
Reports to: BDC Senior Director
Hours: Full time (35 hours weekly)

Overall Responsibilities: Coordinating Computer and Business Training Courses, compiling statistical data for contracts, developing and modifying marketing materials for the BDC and the East Harlem Community Alliance, conducting inventory and ordering of supplies, covering office hours during nightly training sessions, and general office and administrative tasks.

General Responsibilities:

- Register applicants for training classes
- Maintain Excel spreadsheet of applicants
- Answer telephones
- Contact applicants via email/ telephone when classes are scheduled
- Maintain binder of sign-in sheets
- Provide messenger service as required
- Create flyers to market training classes or other BDC programs
- Maintain BDC office open during night training/workshops
- Fulfillment of other responsibilities as assigned by the Senior Director or Deputy Director.

Qualifications:

- Minimum High School Diploma
- Bilingual (English/Spanish) preferred.
- Strong verbal, written, clerical, organizational, and problem solving skills.
- Demonstrated ability to perform multiple tasks effectively
- The ability to perform at a high level.
- Proficient Computer and Social Media skills
- Must be able to work a flexible schedule, including night hours
- Hard working individual, team player and great personality
- Must qualify to take and pass Notary Public Exam

To Apply:

Please send Cover Letter, Resume, References, and Salary Requirements to:

jobs@unionsettlement.org

Please indicate BDC Administrative Assistant in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER