

UNION SETTLEMENT

EMPLOYMENT ANNOUNCEMENT

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 Coordinator
Department: Early Childhood Education
Reports to: Director of Early Childhood Education
Hours: Full-Time

Position Summary:

The Administrative Coordinator is responsible for managing the day to day administrative projects of the Early Childhood Education department. This includes tracking enrollment, tracking staff vacancies and staff credentials, coordinating the multitude of paperwork needed to hire new staff, and attending department and agency meetings as needed. This position reports directly to the Director of Early Childhood Education.

Responsibilities:

- Create, maintain and update personnel files for the Early Childhood Department.
- Maintain Administration for Children's Services (ACS) compliance for submission of data information reports, including, but not limited to:
 - Program Information Report (PIR)
 - Staff Vacancy Report
 - ACS program surveys
 - ACS Children Information Reports
 - Internal Union Settlement information reports
- Liaise between the Early Childhood Department and Human Resources.
- Create, maintain, and amend timeline for completion of reports throughout the program year.
- Complete forms in accordance with agency procedures.
- Compose and distribute meeting notes, routine correspondence, and reports.
- Mail newsletters, promotional material, and other information.
- Maintain scheduling and event calendars.
- Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Establish work procedures and keep track of the daily work of clerical staff.

- General administrative duties including but not limited to answering the phone, taking messages, filing, photocopying, ordering and tracking office supplies, maintaining the copy/fax machine, overseeing internal and external mail distribution.
- Learn to operate new office technologies as they are developed and implemented.
- Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.
- Supervise other clerical staff, and provide training and orientation to new staff.
- Additional duties as assigned by Director of Early Childhood Education.

Qualifications:

- Bachelor's Degree preferred; at minimum, an Associate's Degree.
- Demonstrated experience in an administrative capacity.
- Strong computer skills, especially in Microsoft Word and Excel.
- Strong organizational skills essential.
- Excellent interpersonal skills, as well as written and verbal communication skills.
- Bilingual (English/Spanish) a plus.
- Ability to work independently.

To Apply:

Please send Cover Letter, Resume, 3 Professional References, and Salary Requirements to:

jobs@unionsettlement.org.

Please indicate Administrative Coordinator in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER