



## 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](http://www.unionsettlement.org).

**Position:** Office Manager/Program Assistant  
**Department:** Adult Education  
**Reports to:** Director of Adult Education  
**Hours:** Full-Time

### Position Summary:

The Office Manager/Program Assistant (Office Manager) works under the supervision of the Adult Education Program Director. The Office Manager assist the Director in coordinating the day-to-day activities of the Adult Education office and helps the Program Director fulfill all program and contractual obligations for the Adult Education Program.

### Responsibilities:

- Assist Program Director with all program related activities including program reports and preparation for program audits.
- Coordinate and assist with recruitment and on-going registration of students.
- Coordinate and assist with completion of in-take forms and student file creation.
- Maintain all office and program files up to date.
- Enter student data into appropriate governmental databases.
- Coordinate with teachers in order to maintain student files with appropriate forms and documentation to meet contract guidelines and requirements.
- Attend staff meetings and staff development trainings.
- Collaborate with Adult Education teachers and counselors to provide a high level of service to students.
- Additional duties as assigned by supervisor.

### Qualifications:

- Associate's Degree in related field and one year of experience in adult education field. At minimum, High School Diploma or GED and three years experience in adult education field.
- Experience working with urban adults and immigrants.
- Excellent interpersonal, organizational skills and follow up
- Excellent verbal and written skills in English, and good verbal skills in Spanish.
- Excellent computer skills.

- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- Bilingual (English/Spanish) a plus.

**To Apply:**

Please send cover letter, resume, salary requirements, and references to:

[hr@unionsettlement.org](mailto:hr@unionsettlement.org).

Please indicate Office Manager/Program Assistant in the subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**