

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

**Position:** Program Aide  
**Department:** Adult Education  
**Reports to:** Director of Adult Education  
**Hours:** Part-Time (Monday-Thursday, 10am to 2pm)

### Responsibilities:

- Assist with department administrative duties including, but not limited to typing, copying, filing, answering the telephone, scheduling, message delivery, and maintaining a clean and organized office.
- Conduct all required data entry on multiple platforms in accordance with funding source contract requirements.
- Maintain participants' files and ensure they are updated in accordance with funding source contract requirements.
- Assist coordination of special events.
- 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 an administrative or office setting preferred. At minimum, High School Diploma or equivalent and two years experience in an administrative or office setting.
- Experience working with urban adults and immigrants.
- Excellent interpersonal, organizational skills and follow up
- Excellent verbal and written skills in English.
- 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:

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

Please indicate Adult Education Program Aide in the subject of e-mail.

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