

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

**Position:** SETP Administrative Assistant

**Department:** Youth Services

**Reports to:** SETP Program Director

**Hours:** Part-Time (25-30/week)

**Overall Responsibilities:** Recruitment Outreach, Provide administrative management for two sites, create and maintain participant database and files, data entry, manage attendance and timesheets as needed, activity support, referrals and advocacy.

### General Responsibilities:

- Assist in recruitment of participants for the program.
- Assist as needed in the reception area.
- Assist and provide group management in High Quality recreational activities including Sports & Fitness, visual arts, performing arts and technology
- Create and maintain participant files and data
- Manage collection and distribution of timesheets and checks.
- Assist Program Director and Site Manager in monitoring petty cash flow, preparing Petty Cash Reports and follow-up services.
- Weekly recording of program progress notes.
- Assist in the collection of documentation from participants, including but not limited to: registration forms, consent slips, attendance sheets and weekly program updates, etc.
- Fulfillment of other responsibilities as assigned by the Program Director, Site Manager, Director of Young Adult Programming and Director of Youth Services.

### Qualifications:

- 24 college credits and at least 1 year working in an office at minimum a HS diploma and three years experience working in an office/youth services program.
- Bilingual (English/Spanish) preferred.
- Strong verbal, written, clerical, organizational, and problem solving skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- The ability to perform at a high level.

- Proficient computer skills
- Dedication to serving youth in an urban setting.
- Innovation and patience.
- Demonstrated understanding of the challenges facing youth in an urban setting.

**To Apply:**

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

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

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

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