



**Position:** Administrative Assistant

**Department:** Senior Services

**Reports to:** NORC Director

**Hours:** 21 Hours

**Reviewed:** 5/21/18

**Position Summary:**

The part-time Administrative Assistant is responsible for providing administrative support to the NORC Director and help with the day-to-day management of the office, NORC activities and special projects.

**Responsibilities:**

- Input monthly statistical data into the DFTA data base.
- Trip arrangements, sign-up and management; liaison to the Transportation Department.
- Office management including answering phone, ordering supplies, equipment maintenance and the orderly appearance of the office.
- Assistance with planning and running of activities and special events for NORC participants, such as classes, parties and concerts.
- Assistance with special events such as the Ethnic Festival and the Lunar New Year Celebration for East Harlem.
- Preparation of petty cash requests and reports.
- Collection of Volunteer Timesheets and Support Services Logs monthly.

**Qualifications:**

- Bachelor' Degree or some college preferred
- Excellent organizational, verbal, written and interpersonal skills
- Excellent computer skills
- Strong problem-solving and decision-making skills
- Demonstrated capacity to be a team player
- Previous administrative experience a plus
- Bilingual (English/Spanish or English/Chinese) a plus

**To Apply:**

Please send cover letter and resume: [jobs@unionsettlement.org](mailto:jobs@unionsettlement.org). Please indicate "Administrative Assistant" in the email subject line.

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