

UNION SETTLEMENT

Job Description

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: CPP Administrative Assistant
Department: Early Childhood Education
Reports to: CPP Director
Hours: Part-Time

Position Summary:

The Administrative Assistant will provide and support all administrative services for the CPP.

Responsibilities:

- Answer and direct all incoming phone calls for the program; take and relay messages when appropriate.
- Collect time sheets and prepare for the approval by CPP Director; submit timesheets to payroll after approval by Educational/Site Director.
- General clerk responsibilities including, but not limited to filing, copying, and faxing.
- Process purchase orders and expense reports, billing reports.
- Maintain program files and databases.
- Additional duties as assigned by the CPP Director.

Qualifications:

- Associate's Degree preferred; at minimum, High School Diploma or High School Equivalency.
- Demonstrated clerical experience.
- Excellent computer skills.
- Excellent organizational and interpersonal skills.
- Overall flexibility and ability to work under pressure and meet many deadlines.
- Bilingual (English/Spanish) preferred.

To Apply:

Please send Cover Letter, Resume, References, and Salary Requirements to: earlychildhoodcareers@unionsettlement.org . Please indicate CPP Administrative Assistant in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER