

# 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:** Administrative Assistant  
**Department:** Senior Services  
**Reports to:** Director of Senior Services  
**Hours:** 30 hours per week  
**FLSA:** Non-Exempt

### **Position Summary:**

Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material.

### **Responsibilities:**

- Oversee/Prepare projects such as strategic plan, and the future of Senior Services, Assist with Senior Services, and MOW monthly Calendar, General administrative duties including but not limited to answering the phone, taking messages, filing, photocopying, maintaining the copy/fax machine, overseeing internal and external mail distribution, and office and maintenance supplies.
- Provide information about Senior Services to individuals who inquire by phone or in person, or direct individuals to the appropriate party.
- Complete forms in accordance with company procedures.
- Compose, type, and distribute meeting notes, routine correspondence, and reports.
- Mail newsletters, promotional material, and other information.
- Maintain scheduling and event calendars.
- Make copies of correspondence and other printed material.

- Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Learn to operate new office technologies as they are developed and implemented.
- Operate electronic mail systems and coordinate the flow of information both internally and with other organizations, assist with BTQ/Financial Coding System, and Petty Cash.
- Additional duties as assigned by Director of Senior Services.

**Qualifications:**

- Bachelor's Degree or higher preferred.
- Strong computer skills, especially in Microsoft Word and Excel.
- Strong organizational skills essential.
- Excellent interpersonal skills, as well as written and verbal communication skills.
- Bilingual (English/Spanish) a plus.
- Ability to work independently.
- Ability to multitask in a fast paced environment.

**To Apply:**

Please send Cover Letter and Resume to: [seniorservicescareers@unionsettlement.org](mailto:seniorservicescareers@unionsettlement.org). Please indicate Administrative Assistant in the subject of e-mail.

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