

# UNION SETTLEMENT

## JOB 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:** Administrative Assistant  
**Department:** Business Development Center  
**Reports to:** Senior Director of Business Development Center  
**Hours:** Part-Time (20 hours weekly)  
**FLSA:** Non-Exempt

### **Position Summary:**

Union Settlement's Business Development Center is seeking a hard-working, energetic and committed Administrative Assistant. The Administrative Assistant would be responsible for coordinating Computer and Business training courses, compiling statistical data for contracts, developing and modifying marketing materials for the BDC and the East Harlem Community Alliance, conducting inventory and ordering of supplies, covering office hours during nightly training sessions, and general office and administrative tasks.

### **Responsibilities:**

- Registers applicants for training classes.
- Maintains Excel spreadsheet of applicants.
- Answers all incoming calls and redirects them or take messages.
- Provides follow-up to applicants via email/telephone when classes are scheduled.
- Maintains binder of sign-in sheets.
- Provides messenger service as required.
- Creates flyers to market training classes or other BDC programs.
- Maintains BDC office open during night training/workshops, as required.
- Fulfillments of other responsibilities as assigned by the Senior or Deputy Director or Commercial Revitalization Project Managers.

### **Qualifications:**

- Minimum High School Diploma or GED.
- Bilingual (English/Spanish) preferred.
- Strong verbal, written, clerical, organizational, and problem solving skills.
- Demonstrated ability to perform multiple tasks effectively.
- Proficient Computer and Social Media skills.
- Must be able to work a flexible schedule, including night hours.
- Must qualify to take and pass Notary Public Exam.

### **To Apply:**

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

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

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

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