



JOIN OUR TEAM

CRC seeks versatile self-starters, flexible and resilient, with energy and enthusiasm for helping empower immigrant and low-income families!

Opportunity: Administrative Assistance

About Us: Community Resource Center empowers immigrant and low-income families by providing the resources and advocacy to help them become self-reliant and thriving members of the community.

Position Overview: CRC is seeking a skilled and organized Administrative Assistant to support our organization. The Administrative Assistant will play a crucial role in ensuring the smooth operation of our programs, services, and initiatives. This position requires exceptional attention to detail, excellent communication skills, and the ability to efficiently handle multiple tasks. The ideal candidate will be self-motivated, resourceful, and dedicated to our organization's mission.

Qualifications:

- Excellent organizational and time management skills, with strong attention to detail.
- Proficient in using office software and equipment, including word processing, spreadsheet applications, email, and database management systems. Salesforce knowledge a plus.
- Verbal and written communication, bilingual skills in Spanish and English.
- Resourceful and capable of handling multiple tasks simultaneously while prioritizing deadlines.
- Can identify and resolve administrative challenges independently or by collaborating with team members.
- Ability to thrive in a dynamic environment and can adapt quickly to changing circumstances.
- A genuine passion for the nonprofit sector and a strong commitment to CRC's mission and values.

Responsibilities:

- Provide administrative support to the Executive Director and Director of Programs and Operations, other staff members as needed.
- Manage and maintain the organization's files, documents, and records, both physical and electronic.
- Assist with scheduling appointments and meetings for staff members.
- Handle incoming and outgoing communications, to include phone calls, emails, and mail.
- Maintain and update the organization's database.
- Assist in coordinating and organizing meetings, events, and workshops both internally and externally.
- Assist in monitoring and maintaining office supplies and inventory.
- Conduct research and compile information as requested.
- Administer daily Case Manager appointments and conduct daily reminder calls for clients.
- Maintain information on all programs and services including staff schedules on a weekly basis.
- Maintain the reception area is neat and organized.
- Welcome and ensure clients are aware of their surroundings, including monitoring their children and their behavior while in reception area.
- Consistently keep track of the premises via security cameras.
- Monitoring office temperature is safe and economical, turning lights off, and locking the building at the end of the day.
- Collaborate with team members and provide general support to ensure the smooth functioning of the overall organization.

This position reports directly to the Director of Programs and Operations.

Compensation: This is currently a full-time position at \$45,000.00 annually with benefits totaling approximately \$11k+, two-week vacation, 2 personal days, 5 sick days, and 14 paid holidays.

Please send your cover letter and resume to Marco Bohorquez, Director of Programs and Operations, at mbohorquez@crcny.org.

CRC is an equal-opportunity employer committed to creating a diverse and inclusive environment for all employees.