



TITLE: Administrative Assistant

DEPARTMENT: Center for Excellence

REPORTS TO: Associate Director

QUALIFICATIONS:

Education: BA preferred

Experience: 1-2 years administrative experience: clerical, data entry and customer service

Skills: Organized, friendly phone demeanor, detail- oriented, and personable. Microsoft Applications (Outlook, Word, and Excel) and experience with databases. Able to handle multiple priorities and deadlines.

DESCRIPTION: Responsible for all aspects of background check processing. Able to assist in all administrative duties of the Center for Excellence Department.

RESPONSIBILITIES:

- Collect and process NBI forms and International background checks for volunteers to be accepted upon receipt
- Ensure all background check materials are complete. Follow up with volunteer applicants as needed.
- Print and file all returned NBI and International results
- Assist Associate Director with Volunteer Rescreening
- Schedule potential volunteers for Volunteer Training and manage training calendar
- Collaborate with Volunteer Care Coordinator and Intake Specialist to complete volunteer files in a timely manner
- General administrative duties such as filing, copying, and faxing
- Other duties as needed

HOW TO APPLY:

Please submit your resume and cover letter to bbbsresume@bigsnyc.org . In the subject please put "Administrative Assistant-CFE". Resumes submitted without a cover letter will **NOT** be reviewed. No phone calls please.

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