

## **Administrative Assistant**

**Responsibilities:** The Administrative Assistant will perform general office duties as well as provide administrative support to programs and staff. The Administrative Assistant's role includes data entry, mailings, typing, file maintenance, calendar management, and event coordination in addition to performing receptionist duties. The successful candidate must have a sharp attention to detail, a professional phone manner, a proactive, can-do attitude and respect for confidentiality.

### **Minimum Qualifications:**

- Bachelor's Degree Preferred
- 2+ years of experience in a comparable position
- Excellent interpersonal and organizational skills
- Effective verbal and written communication skills.
- Ability to manage multiple tasks
- Positive professional demeanor and ability to work in a fast-paced environment
- Computer proficiency including MS Office (Word, Excel, Access, PowerPoint) and databases
- Bilingual Spanish is a plus

### **About BBBS of NYC**

For over 110 years, Big Brothers Big Sisters of New York City (BBBS of NYC) has been supporting New York City's neediest youth, providing them with the support and guidance of a one-to-one mentorship, which is overseen by the agency's team of program managers. Established in 1904 when Ernest Coulter saw the potential of mentoring on at-risk youth in urban settings, BBBS of NYC has remained committed to serving children and youth with impactful mentoring experiences. We reach over 4,000 students every year through partnerships with schools, local organizations, and government agencies. Together we work towards our vision: that all children achieve success in life.

Our mission is to provide children facing adversity in New York City with strong and enduring, professionally supported 1-to-1 mentoring relationships with adults that change their lives for the better, forever. We partner with families, volunteers, organizations and the community to inspire positive change in all.

**How to apply:** Please send resume, cover letter and salary requirements to [bbbsresume@bigsnyc.org](mailto:bbbsresume@bigsnyc.org).

Resumes submitted without a cover letter will not be reviewed. Please include "Administrative Assistant" in the subject line.

### **Compensation & Benefits**

- Salary commensurate with experience
- Comprehensive medical, dental, vision and life insurance coverage
- 15 paid vacation days year 1, 20 paid vacation days year 2 and after, 12 sick days, 3 personal days and 11 paid holidays
- 403b Retirement employer contribution
- Training and Professional Development opportunities

*Big Brothers Big Sisters of NYC is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability with respect to employment opportunities. EO/AA Employer. No phone calls please.*