

12.2.08

PROJECT RENEWAL
In Homes Now Program

JOB POSTING

Title: Administrative Assistant

Qualifications:

Associates Degree required, BA preferred. Minimum of 3 years administrative assistant experience. Strong Computer skills needed, working knowledge of Microsoft Word, Excel, Outlook etc. Experience working with homeless population, alcohol/substance abuse agency a plus.

Responsibilities:

The Administrative Assistant reports to the Program Director.

The Administrative Assistant's responsibilities include, but are not limited to the following:

- Provide clerical/ secretarial support to the Program Director and Clinical Coordinator.
- Responsible for processing petty cash check requests and all purchase orders of office supplies and equipment for the program.
- Complete client furniture orders and coordinate the furniture delivery with staff, process all orders for payment contacting the agency fiscal department when necessary.
- Process client rent as needed and work with Director of Rental Properties in monitoring monthly rent collection.
- Responsible for completing payroll for all staff, coordinate and track staff leave accruals.
- Organize and maintain all office systems, organize and maintain filing system for the program.
- Assist Program Director in completing monthly and annual reporting to funders, including DHMH, SAMHSA and HUD.

Salary: Commensurate with experience, excellent benefits.

Send resume to: Diane Esper, Program Director
502 W. 152nd Street #4
New York, NY 10031