



Administrative Assistant

The Family Center is a not-for-profit organization providing social and legal services to keep families stronger, longer. The Family Center has been the pioneer in the design and research of care coordination, supportive counseling, permanency planning and advocacy services that address the myriad of issues that challenge families headed by families impacted by illness, crisis and loss. Please visit our website at www.thefamilycenter.org to learn more about our services.

The Administrative Assistant is responsible for assisting with administration and daily operations for The Family Center's Brooklyn site in Bedford Stuyvesant. This position requires scheduling flexibility including opening and closing the building and working evenings and Saturdays. The Administrative Assistant reports to the Operations Manager.

We have two shifts available (please indicate in your cover letter which shift you are applying for)

Shifts:

- Monday 8:30am-5pm, Saturday 8:30am-5pm and Holidays 8:30am-1:30pm
- Monday - Friday 4pm-8pm

RESPONSIBILITIES

- Answer and direct phone calls.
- Greet and register clients and visitors.
- Monitor security camera feed of lobby areas, stairwells and outside of the building.
- Process client co-pays and MetroCard disbursements, and maintain records.
- Schedule appointments for Physicians on staff.
- Manage consultation room calendars.
- Keep the waiting area, front office, kitchen and restrooms presentable and fully functional.
- Maintain Facilities, working with Operations Manager to coordinate vendor services.
- Order, track, and process office and pantry supplies, including putting away and organizing supplies.
- Process weekly bills in coordination with outsourced fiscal operations staff.
- Document and make bank deposits.
- Handle mail, E-Fax and deliveries to staff, including trips to post office and FedEx as required.
- Provide support for meetings as necessary including handling catering and setting-up equipment.
- Assist in responding to Medical and Safety emergencies, including administering Narcan/First Aid.
- Satisfactorily complete assigned job specific training courses in Relias training platform
- Assist with clerical and other tasks as needed.
- Open and close building, including managing alarms and locking of entrance.

MINIMUM REQUIREMENTS

- Associates Degree or 2 years of experience working in office or customer service environment.
- Excellent Customer Service skills.
- Excellent communication skills (written and verbal).
- Superb attention to details
- Excellent judgment and problem solving skills.
- Solid computer skills, especially Excel.
- Flexible schedule; ability to work some evenings and Saturdays.
- Self-Starter

Salary Range: \$20 - \$25 per hour

Full-time employees and part-time employees working at least twenty (20) hours per week and their eligible dependents are presently eligible for healthcare coverage.

The Family Center is an Equal Opportunity Employer. The Family Center is covered under FMLA.

COVID-19 considerations: All employees are required to be vaccinated.