



The Family Center (TFC) is a nonprofit providing behavioral and mental health services, as well as social and legal services, to families affected by illness, crisis and loss. The Family Center has pioneered programming design and research to address the myriad of issues that challenge vulnerable New Yorkers and their families. Please visit our website at www.thefamilycenter.org to learn more.

The Family Center is looking for a **full-time Administrative Assistant**, who will be responsible for assisting with administration and daily operations for The Family Center's office in Brooklyn. The Administrative Assistant reports to the Office/Operations Manager.

Primary Responsibilities

- Opening and closing the building
- 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 metro card 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
- Assist with clerical and other tasks, including data entry tasks, as needed
- Other duties as assigned

Required Qualifications

- 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 - the ability to catch and fix errors before the final product is

provided

- Excellent judgment and problem solving skills
- Solid computer skills, especially Excel
- Self-Starter

Location: This position is fully on-site. Our office is located at 493 Nostrand Avenue, Brooklyn, NY, which is conveniently located steps away from several public transportation options.

Starting Pay Range: \$20-\$25 per hour

Schedule: Full-time, 35 hours per week. This position requires scheduling flexibility, including working evenings and Saturdays as needed. The schedule range is anytime between 8:00am-7:00pm.

Employee Benefits: The Family Center offers a highly competitive benefits package, which includes medical, dental and vision insurance, Long-Term Disability insurance, a 403(b) retirement plan, a pension plan, a Flexible Spending Account (FSA), Life Insurance, commuter benefits, a tuition reimbursement program, paid federal holidays, summer Fridays and other early leave days throughout the year, a generous vacation policy, and extensive professional training and development opportunities.

The Family Center is a registered 501(c)(3) nonprofit, and is an eligible employer for the Public Service Loan Forgiveness Program.

At The Family Center, we are dedicated to creating a positive work environment for our team. We value relationship-building and collaboration within and across its departments. We also greatly value and appreciate our team members, their well-being and work-life integration. We strive to create a workplace where staff feel supported and receive ongoing coaching, training and opportunities for growth. The Family Center is also committed to diversity, equity and inclusion (DEI) and has a DEI program that all team members have the opportunity to participate in and contribute to.

How to Apply

Please email your resume and cover letter to jobs@thefamilycenter.org and put "Administrative Assistant" in the subject line. In your cover letter, please include where you found this job posting. Applications will be accepted on a rolling basis. Applications submitted without a cover letter will not be considered.

The Family Center appreciates the time that candidates put into their applications, and carefully reviews each one. Due to a high volume of applicants, however, the Family Center is only able to contact those candidates that are selected for further consideration.

Equal Opportunity

The Family Center is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin,

disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.