



## EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is one of the largest social services agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 400 dedicated employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Administrative Assistant/Receptionist

**Department:** Home Care

**Reports to:** Director & Assistant Director

**Hours:** Full-time

### Responsibilities:

- General administrative duties including, but not limited to, sending correspondence, photocopying, faxing, filing, scheduling meetings, making travel arrangements, and ordering and maintaining office supply inventory.
- Answer incoming phone calls, screen and direct calls for the Home Care administrative office.
- Attend to visitors and deal with inquiries on the phone and face to face. Supply information regarding the organization to the general public, clients, and customers.
- Prepare reports as assigned.
- Coordinate administrative projects.
- Maintain hard copy and electronic filing system.
- Additional duties as assigned.

### Qualifications:

- High school diploma. Associate's Degree or Bachelor's Degree a plus.
- Good communication and interpersonal skills.
- Good organizational ability.
- Overall flexibility and ability to work under pressure and meet deadlines.
- Demonstrated experience coordinating administrative projects.
- Good computer skills; Microsoft Word and Excel experience essential.
- Ability to interact with all levels of staff, as well vendors and clients.
- Bilingual (English/Spanish) a plus.

**To Apply:**

Please send Cover Letter, Resume, References, and Salary Requirements to:

[hr@unionsett.org](mailto:hr@unionsett.org)

Please indicate Home Care - AA/Receptionist in subject of e-mail.

Resumes without salary requirements will not be considered.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**