

COALITION FOR HISPANIC FAMILY SERVICES
Job Posting

Job Title: Administrative Assistant
Reports To: Program Director
Department: Treatment Family Foster Care (TFFC) Program
Date Available: Currently Available
Date Posting: August 6, 2018
Deadline to Apply: August 13 2018

To apply: Submit a resume and cover letter with qualifications to Rose Shoulders, Program Director, at rose.shoulders2@dfa.state.ny.us by 5pm on August 13, 2018.

JOB SUMMARY:

Administrative Assistant works with program director to develop and implement administrative procedures and systems that ensure program goals and objectives are met effectively and efficiently.

RESPONSABILITIES:

1. Typing of all materials for program staff.
2. Keep updated records on program children and treatment foster parents
3. Answer telephone calls and take messages
4. General reception-greet clients/guests
5. Work in collaboration with operations manager to ensure that program staff has necessary office supplies.
6. Work some evenings.
7. Maintain foster child case records.
8. Responsible for all program filing.
9. Open, sort, and distribute mail.
10. Ensure that office is stocked with all required forms and documents.
11. Handle Xeroxing and scanning.
12. Handle any other related duties which pertain to the operation of the program and as assigned by the Program Director.

QUALIFICATIONS:

High school diploma or equivalency. Two-three years of experience in an office setting. Strong typing skills (40-50 wpm) and computer literate. Good communication and writing skills. Experience using computers. Knowledge in word processing. BILINGUAL REQUIRED.