



ALLEN COMMUNITY ROCKAWAY BOULEVARD SENIOR CENTER

Part-time Administrative Assistant Job Description

Summary:

The Administrative Assistant will work under the supervision of the Program Director of the Allen Community Rockaway Boulevard Senior Center. The Administrative Assistant is responsible for providing general administrative support to the Program Director and Program Coordinator. The Administrative Assistant coordinates and handles clerical and administrative work.

Responsibilities:

- Provides secretarial support to administrative operations, including phone and email communications, filing, and organizing.
- Manages social media postings.
- Creates and distributes event flyers and materials.
- Procures equipment and program items for the office.
- Monitors and procures office and program supplies.
- Performs other duties as assigned by supervisor.

Qualifications:

- High School Diploma and a minimum of two years of secretarial or business administration experience.
- 3-5 years of experience working in an office environment.
- Strong communication and organizational skills
- Knowledge of Microsoft Office: Word, Excel, Power Point, and graphics apps such as Canva.
- Knowledge of social media and virtual streaming platforms such as Facebook, Instagram, and Zoom.
- Ability to work under pressure in a calm and reassuring manner.
- Must be a team player.

Program Type: Part-time

Salary: \$20,800 annually

To apply, please send resume to: mynesha.rogers@allencnp.org

Allen Community Rockaway Boulevard Senior Center
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