Position: Administrative Program Assistant
Reports to: President/CEO

Position Summary:
The Program Assistant will provide support services at the Reentry One-Stop office. Our programs provide assistance to men and women returning home from incarceration. Candidates should have a minimum of two years of recent experience providing administrative support. This is a part-time, 20 hours a week) position, with benefits. The salary for this position is dependent on relevant experience.

Essential Duties/Responsibilities:
- Provide administrative support to the President/CEO specifically, and staff in general
- Create a positive and welcoming environment for clients, visitors and staff
- Work as part of a team
- Set up files and other systems
- Prepare correspondence
- Track inventory
- Schedule and coordinate appointments and meetings and take minutes
- Answer and direct telephone calls
- Handle mail
- Ensure privacy and confidentiality
- Other duties as assigned

Job Qualifications:
- *Take ownership of their job and be a creative problem-solver. This job requires someone who does not need constant supervision.*
- PROFICIENT in using a variety of computer software including but not limited to the internet and MS Office Products
- Excellent customer service skills, including the ability to communicate with higher-level officials appropriately.
- Enjoy working with clients from diverse backgrounds, including those with serious mental illness or criminal histories.
- Handle sensitive information ethically and responsibly
- Able to communicate with others effectively
- Spanish-speaking a plus
- Have a sense of humor and ability to "go with the flow"

Please respond via email (**no phone calls, please**) with resume and two professional references to:
Ann Graham at agraham@rawny.org