



Job Title: FCCN Administrative Assistant

Status: Full-Time/ Non-Exempt

Department: FCCN

Schedule: M-F; 9:00am-5:00pm

Reports to: Network Director, FCCN

Updated: 10/06/2026

Job Summary

The CACFP Administrative Assistant provides administrative and operational support to ensure the efficient delivery of CACFP services to providers and families. This role supports program compliance, provider relations, data management, trainings, and day-to-day departmental operations.

Key Responsibilities

- Maintain enrollment, attendance, provider, and program records.
- Collect, track, and manage CACFP documentation and data.
- Support provider onboarding, registration, and payment processing.
- Coordinate provider communications, mailings, and administrative follow-up.
- Prepare educational materials, training packets, and program resources for providers and families.
- Assist with monitoring, coaching, training, and compliance activities.
- Manage food, supply, and material orders for program operations and events.
- Maintain accurate records in internal systems and support departmental reporting.
- Perform general administrative duties, including scheduling, filing, scanning, data entry, and record management.
- Provide administrative support to the Network Director and FCCN team.
- Perform other duties and special projects as assigned based on organizational needs.

Qualifications

- Associate's degree preferred.
- Minimum of two (2) years of administrative office experience.
- Strong organizational, customer service, and data entry skills.
- Experience with general office operations and record management.
- Ability to travel throughout NYC as needed.
- Bilingual English/Spanish required.

**Salary**

Annually: **\$45,000.00**

This position is a full-time, exempt/non-exempt position (as applicable).

Work Arrangement

This position is eligible for a **hybrid work schedule** based on departmental needs, job responsibilities, performance, and organizational requirements. Employees may be required to work on-site as needed to support program operations, trainings, meetings, and other business needs.

Benefits

CHCF offers a comprehensive benefits package, including:

- Medical, dental, and vision insurance (CHCF covers 80% of premiums)
- 403(b) retirement plan with employer match
- Paid time off and paid holidays
- Employee assistance and wellness benefits

Equal Opportunity Employer

CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws.

