



Job Title: CE Administrative Assistant

Status: Full-Time/Non-Exempt

Department: Community Empowerment

Schedule: M-F, 9:00 AM – 5:00 PM

Reports to: Director of CE

Job Summary:

With the support of Community Empowerment Leadership, the Community Empowerment Administrative Assistant ensures the smooth and efficient administrative operation of the CE programming. The CE Administrative Assistant provides clerical support to the Director of Community Empowerment and the CE team.

Duties and Responsibilities:

- Assist Community Empowerment staff with preparation for coaching visits, including preparation of education materials, bundling and packaging of books and supplies, making copies, and mailing of materials to families within the five boroughs of NYC.
- Support CHCF in partnerships, coalition activities, advocacy efforts, and other external relationships.
- Support street outreach and other community-based canvassing.
- Support the Early Care training team with preparation and setup for departmental trainings, including room setup, printing, and copying, assembly of materials packets, and clean up.
- Assist in the maintenance of book and materials inventory for the department.
- Placing, receiving, and managing supply orders for CE events whilst maintaining logs and supporting documentation for said orders.
- Responsible for preparing departmental mailings for distribution via USPS, including printing, labeling, and envelope-stuffing.
- Assist other administrative staff with overflow work, including filing, word processing, scanning, data entry, and internet research tasks.
- Book conference calls, rooms, taxis, materials deliveries, etc. as needed.
- High-level training logistics-spaces, dates, trainer assignments, virtual meeting links, etc.
- Clerical preparation for trainings.
- Works to ensure proper management of inventory and supplies.
- Coordination of grants distribution, including spreadsheets, documentation, and reporting.
- Supports other admin staff as needed.
- Creating and maintaining audit files for CE.
- Participation in, and/or preparation for, CE events.
- CHCF inter-agency collaboration, as appropriate and needed.
- Other duties as assigned by the Supervisor.

Qualifications and Skills:

- High School Diploma (Associate Degree preferred).
- Minimum of 2 years working in an administrative office environment.
- Experience with office management tasks (inventory, organization, printing, copying).

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- The CE Administrative Assistant will also ideally have a proven facility in data entry, customer service, and problem resolution.
- English and Spanish fluency required.
- Must be willing to work weekends as needed.

CHCF offers a comprehensive employee benefits package

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