



**Job Title:** Administrative Assistant

**Status:** Full Time

**Department:** FCCN/CACFP

**Hourly:** \$24

**Reports to:** CACFP Coordinator

**Updated:** 10/07/2026

### **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 engagement, data management, trainings, and day-to-day departmental operations.

### **Key Responsibilities**

- Maintain enrollment, attendance, provider, and program records.
- Collect, track, and manage CACFP documentation, data, and internal systems (CIPS and KidKare).
- Support provider onboarding, registration, communication, and payment processing.
- Assist with monitoring, compliance, site visits, and program reporting.
- Prepare training materials, educational resources, mailings, and provider communications.
- Coordinate meetings, trainings, events, and related logistics, including supplies and materials.
- Manage food, supply, and program-related orders.
- Perform general administrative duties, including scheduling, filing, scanning, copying, and data entry.
- Provide administrative support to the CACFP Director, Coordinator, and team.
- Perform other duties and special projects as assigned based on departmental and organizational needs.

### **Qualifications and Skills:**

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

**Salary**

Hourly: \$24

This position is a full-time position (as applicable).

**Work Arrangement**

Hybrid work opportunity available based on departmental and organizational needs. On-site attendance may be required to support program operations, meetings, trainings, and other business requirements

**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.*