Arts and Education Assistant
Older Adult Centers

Lenox Hill Neighborhood House, widely recognized as one of New York’s premier human services providers, is a 128-year-old settlement house that provides an extensive array of effective and integrated services—social, educational, legal, health, housing, mental health, nutritional and fitness—which significantly improve the lives of 16,000 people in need each year, ages 3 to 103, on the East Side of Manhattan. Our clients include older adults, homeless and formerly homeless adults, children and families, recent immigrants, disabled persons, adult learners and more. For more information on Lenox Hill Neighborhood House, please visit lenoxhill.org and check us out on Facebook or Instagram.

Lenox Hill Neighborhood House operates two Older Adult Centers, the Center @ Lenox Hill Neighborhood House and the Older Adult Center @ Saint Peter’s Church, serving adults 60 and older from diverse backgrounds and abilities (from the very active to the very frail) residing in New York City. The Center @ Lenox Hill Neighborhood House provides an incredible array of expansive programming that attracts 500 Older Adults daily while providing a broad range of invaluable public health, case management, fitness and aquatics, health and wellness, arts and culture, education and socialization activities, 350 days per year. The Older Adult Center @ Saint Peter’s Church, the only Older Adult Center in East Midtown, attracts 250 Older Adults daily, serving farm-to-table lunch and offers a full schedule of social, legal, health, and unparalleled arts and cultural offerings 5 days a week.

The Arts and Education Assistant will be an integral member of our Older Adult Centers, joining other administrative staff, social workers, program assistants and numerous volunteers who serve our members each day. Reporting to our Director of Older Adult Centers, the Arts and Education Assistant will have primary responsibility for providing critical programmatic and administrative support to the cadre of arts and education programs offered at the Older Adult Centers.

The Arts and Education Assistant will:
- Interface daily with members providing excellent customer service, fielding questions and responding to member needs
- Plan, coordinate and lead Education, Recreation, Arts and Culture activities at the Older Adult Centers
- Assist with all aspects of administrative management of arts and wellness programs and services including ensuring accurate programming data is recorded in the STARS database
• Coordinate instructors’ class schedules, class supplies and space for classes and workshops in various settings
• Cultivate and maintain ongoing partnerships with community and cultural institutions across New York City
• Coordinate and administer cultural performances and workshops in partnership with a variety of community and cultural institutions, including our ongoing Sundays @ 1 concert series
• Help produce and manage theatrical and other performances featuring members
• Manage and administer bi-monthly discount theatre ticket distribution
• Help facilitate day-to-day operations of our Older Adult Centers and ensure they are conducted in accordance with our high-performance standards and government regulations
• Collaborate with Lenox Hill Neighborhood House’s staff from a variety of departments and disciplines

Qualifications:
The ideal candidate for the role of Arts and Education Assistant thrives in a highly social and busy community setting and is committed to working with older adults to improve their quality of life. The person should possess excellent organizational, customer service and administrative skills and be detail-oriented, resourceful and able to multi-task in a fast-paced environment. As part of a collaborative staff, the person must be able to communicate effectively with a variety of stakeholders and be a team player.

The Arts and Education Assistant must be willing and able to work a non-traditional, fast-paced, full-time schedule that will span Sunday-Thursday, to support our extended hours of operation and the needs of our clients. Bachelors level degree required. Fluency in Chinese or Spanish ideal. This is a 1199SEIU union position with competitive salary and a comprehensive benefits package and supportive team environment.

To Apply:
Interested applicants should email a resume, cover letter and list of references to centerposition@lenoxhill.org. Applications will be accepted on a rolling basis until the position is filled. No phone calls please.

At Lenox Hill Neighborhood House we value respect, diversity and integrity. We are an equal opportunity employer. Lenox Hill Neighborhood House prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status or any other characteristic protected by law. Lenox Hill Neighborhood House conforms to the spirit as well as to the letter of all applicable laws and regulations. The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Lenox Hill Neighborhood House and its colleagues.

Lenox Hill Neighborhood House is a client-facing and essential community-serving organization. To keep our clients and our colleagues safe, and to comply with various
governmental contractual requirements, all new employees must be fully vaccinated against Covid-19 (except where valid medical exemptions apply) and will be required to submit proof prior to the time of onboarding.