JOB POSTING

TITLE: Administration & Project Management Assistant

ACCOUNTABILITY: Reports to HR Administrator and MEI Project Manager

HOURS: 40 hours/week

JOB SUMMARY: Provides administrative support to HR and Finance department and the Mary Ellen Institute. Acts as support for Agency’s needs. Does related work as required.

QUALIFICATIONS: Associate’s degree in Accounting/HR. A minimum of 2 years’ experience in administrative support, accounting and HR. Proficient in the use of Microsoft Word, Excel, Publisher, and Outlook. Must possess ability to install computer applications on PC’s. Strong written and verbal communication skills. Ability to multitask while performing duties with attention to detail. Ability to maintain a high degree of confidentiality and professionalism.

SPCC is particularly interested in candidates who can contribute to the diversity and excellence of the agency and therefore encourage people of color as well as those with a diverse range of languages, heritages, experiences and identities to apply. Applicant will complete Agency Confidentiality Agreement and must successfully complete a Background Check, and State Central Register Clearance. Applicant must possess a valid NYS driver’s license with a good driving record and carry agency required levels of automobile liability insurance.

BENEFITS: As an employer, SPCC believes that it is our responsibility to offer a work environment that is family-friendly, supportive, and trauma-informed, with generous paid time off and flexible scheduling. Professional development opportunities that enhance program goals and employee needs are offered, including no-cost CEUs for licensed staff (LMHC, LMSW, LCSW, LCAT). Quality weekly individual and group supervision is prioritized for all staff. This position will be eligible for health insurance, group life insurance, long-term disability insurance, dental and vision insurance, EAP, and 401K.

RESUMES BY March 4, 2020:
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HR Administrator
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