The **Administrative Assistant** under the direct supervision of the Deputy Director of Supportive Housing performs administrative services for the Supportive Housing Department with over 40 staff which provide housing and services to more than 350 households for formerly homeless individuals with HIV/AIDS.

**Responsibilities:**
- **Administrative**
  - Provide overall administrative and clerical support to the Supportive Housing Department.
  - Opening, sorting and processing of all Supportive Housing mail, work-orders and timecards.
  - Monitor incoming calls and voice mail messages for the Deputy Director of Supportive Housing and direct the inquiries accordingly.
  - Record and distribute minutes of Supportive Housing Staff meetings.
  - Compose correspondence and memoranda.
  - Assist in preparation of proposals for government contracts or foundation support
  - Assist with inventory of and replenish all office supplies.
  - Monitor the Performance Reviews to ensure timely submission.
  - Assist the Deputy Director in tracking staff participation in courses and workshops designed to improve their skills internally and externally.
  - Ensures that department files are maintained in accordance with company policies and procedures; reviews requests for information and determines the appropriateness of release.
  - Maintain complete confidentiality of sensitive issues addressed within the department.
  - Maintain department petty cash and metro cards. Submit reconciliation report timely
  - Record Monthly activity in month-end spreadsheet
  - Maintain monthly financial reports received from Fiscal and distribute accordingly
  - Take independent action on handling requests; determines the appropriate course of action, intervene where necessary, and acts as a liaison between departments.
  - Schedule internal and external meetings, interviews, and conference calls; greet visitors Present a positive and enthusiastic demeanor.
  - Serve as a “team player” and assist undertake special tasks and projects, as deemed necessary by the Deputy Director of Supportive Housing, Director of Housing and Executive Director

**Qualifications**
1. Associates Degree or higher with 2+ years of administrative/secretarial experience.
2. Excellent oral and written communication skills, computer expertise (Word, Excel, ETO).
3. Ability to work on several projects simultaneously and independently.
4. Bi-lingual – proficient in Spanish preferred

If interested, please send resume and cover letter indicating salary requirements to:
St. Nicks Alliance
SHP Admin. Assistant Search
2 Kingsland Ave, Brooklyn, NY 11211
Email: shpjobs@stnicksalliance.org & yescabi@stnicksalliance.org

**St. Nicks Alliance and its affiliates are Equal Opportunity Employers**
St. Nicks Alliance is a 45+ year old not-for-profit community organization focusing primarily on neighborhoods in Brooklyn. Its programs impact more than 17,000 residents annually in the areas of: Housing development and management; Tenant assistance; Workforce Development; Youth and Education; Senior Services and Healthcare