Administrative Assistant (part-time)

CASA-NYC is a volunteer-based not-for-profit organization providing advocacy for children and youth in New York City foster care. We are seeking a part-time Administrative Assistant, to work closely with the Volunteer Coordinator and support the day-to-day operations of our volunteer services.

RESPONSIBILITIES:
- Work with the Volunteer Coordinator to create procedures and guidelines for efficient implementation of projects, events and trainings
- General filing, copying, organization, and data entry
- Respond to inquiries from potential volunteer applicants
- Review volunteer applications and files for accuracy and completeness
- Schedule event and training space
- Place orders for supplies and food for volunteer events
- Work with Volunteer Coordinator to prepare quarterly newsletter and monthly digest for publication
- Maintain a resource directory and update on a continual basis to ensure accuracy of data
- Prepare documents and manage RSVP lists for trainings and events
- Prepare handouts and documents for outreach/recruitment events
- Attend and assist with training/outreach events and needed
- Other duties as assigned by supervisor

QUALIFICATIONS:
- Computer literacy: Knowledge of Microsoft Suite (Word, Excel & PowerPoint) and Google Suite. Mailchimp and/or Contact Contact a plus.
- Highly organized, detail-oriented, and reliable
- Interested in learning about the daily functioning and goals of nonprofits and/or the child welfare system
- Associates or Bachelor’s degree preferred, or equivalent relevant experience.
- Flexible schedule (occasional evening hours necessary)
- Bilingual strongly preferred

CASA-NYC is a partner project of the Fund for the City of New York. We are an equal opportunity employer and encourage people of color, immigrants, LGBTQ-identified and differently-abled candidates to apply.

To apply please email info@casa-nyc.org with “Administrative Assistant (part-time)” in the subject line. Please send a resume and detailed cover letter explaining your interest, passion, and experience, with a specific answer to the following required question: How have your background and experiences, professional or otherwise, prepared you to contribute to CASA-NYC’s commitment
to promote equitable and effective services to children and families impacted by systemic racism and other forms of oppression? Feel free to think broadly about your response to this question, applying various aspects of your life, personal and professional experiences. Please also reference in your cover letter where you saw this posting.

No phone calls please. Only applicants considered for the position will be contacted by CASA.