West Harlem Development Corporation
Solutions through collaborations™

We Are Hiring!

Dec 2023

Title of Position: Administrative Assistant

Position Type: Full-time. Office hours 9am-5pm (Monday-Thursday & Friday remote).

Location: WHDC 423 West 127th Street, NYC 10027

Job Overview

The position will work directly with the Director of Programs and Manager of HR & Accounting and other staff and liaise with applicants, grantees, vendors, clients as well as constituents. The position is responsible for providing important administrative duties and support. This is an ideal position for a bright and energetic individual with a strong interest in the nonprofit and community building fields, and who wants to be part of and contribute to a small but dynamic team. The applicant should have administrative experience in a mission-driven setting. Candidates should have strong organizational and communication skills, and be a quick learner, equally capable of working independently and as part of a team.

Administrative Support

- Assist the Program Director with the annual grants process.
- Assist the Accounting/HR Director with detail oriented tasks, including but not limited to: prepare payments of contracts, invoices, reimbursements, etc.
- Liaise with vendors/clients and grantees;
- Ensure timely and correct filing of all hard-copy and electronic documents, including invoices and grant-related documents.
- Answer and distribute all calls and inquiries via email, phone and in-person with tact and diplomacy.
- Open and distribute mail, ensuring time sensitive materials are flagged for leadership.
- Work collaboratively with staff on the planning and execution of other signature WHDC special initiatives and programs.
- Manage other administrative tasks as needed.

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Qualifications

- College degree strongly preferred; equivalent experience will also be considered
- 3 years of related work experience preferred
- Strong computer skills including proficient use of the Microsoft Office. Database experience a plus
- Strong research and analytical skills, and a problem-solving mindset
- Ability to multitask, prioritize, and manage work effectively and efficiently
- Ability to handle confidential information with complete discretion
- Demonstrable interest in the mission of WHDC and curiosity to learn new skills and subject matters
- Bilingual (English-Spanish) a plus
- Sensitivity and respect for all

Salary and Benefits

Annual Salary: **$45,000 - $52,000,** commensurate with experience and abilities.

Benefits: a generous benefits package includes full health insurance coverage, 3 weeks vacation, and other attractive benefits.

Please send a resume or CV and a cover letter to **jobs@westharlemdc.org**

Manhattan Community District 9 *(MCD9: 110th to 155th Streets from the Hudson River to an eastern boundary along Manhattan, Morningside, St. Nicholas, Bradhurst, and Edgecombe Avenues) residents are highly encouraged to apply.*

Applications will be accepted on a rolling basis until the position is filled. Due to the high volume of anticipated applications, we cannot respond unless selected for further consideration.

WHDC is an equal opportunity employer.