

Administrative Assistant

Education: BA, BS required

Location: New York, NY 12210

Posted by: [The Supportive Housing Network of New York](#)

Job Category: Administration

Type: Full time

Sector: Nonprofit

Language(s): English

Last day to apply: February 4, 2010

Job posted on: December 15, 2009

Last updated: December 15, 2009

Area of Focus: Housing and Homelessness

Description:

The Supportive Housing Network of New York seeks an energetic, articulate, dependable and talented individual as an administrative assistant in its New York City office. While administrative duties are paramount, we expect this individual to take every opportunity to learn and grow with the organization, taking on additional responsibilities related to the Network's mission of ending homelessness through the provision of affordable housing and effective services. We are looking for an exceptional individual who will become a valued part of a great team of friends and colleagues in an exciting and congenial office environment. Opportunities for advancement.

:

Responsibilities:

- Schedule travel, meetings and events
- Handle correspondence (emails, faxes, etc.)
- Microsoft Access data entry & database management
- Answer general office phone calls/occasionally direct individuals to affordable housing resources
- Handle incoming and outgoing mail
- Help organize workshops, trainings and advocacy days
- Assist policy and communication staff with research projects
- Assist staff on projects as necessary and according to ability.

Additional Qualifications:

Outstanding administrative skills

Excellent writing skills

Must be detail oriented

Must work well with others

Should be committed to the Network's mission, ending homelessness for vulnerable individuals and families with disabilities and other barriers to independence.

Salary is commensurate with experience.

For more information about the Network and supportive housing, visit www.shnny.org.
The Network is an equal opportunity employer.

How to Apply:

Send resume with cover letter and salary requirements to jobs@shnny.org.

No phone calls or faxes, please!