

**Westchester Children's Association**

470 Mamaroneck Ave. Suite 304

White Plains, NY 10605

Phone: 914-946-7676

Fax: 914-946-7677

Web: [www.wca4kids.org](http://www.wca4kids.org)

***Job Title: Program and Administrative Assistant***

***Qualifications:*** Minimum 2 years office experience and high school degree required, or bachelor's degree may substitute for office experience

***Schedule:*** Full time, business hours, occasional evenings

***Reports to:*** Deputy Director

***Salary:*** low \$30,000

***Job Summary:*** The Westchester Children's Association (WCA) is a small non-profit agency dedicated to improving the lives of Westchester's children by shaping policies and programs to meet their needs, and by keeping the well-being of Westchester's children at the top of the public agenda. The Administrative Assistant should demonstrate an interest in the WCA's mission, as the Assistant's duties are vital to the agency's daily operations.

An ideal candidate for this position will be a team player who is a self-starter and exhibits attention to detail and organization while demonstrating the ability to manage time efficiently. In addition, one must demonstrate professional and interpersonal skills (written and verbal). Refer to the list below for required duties.

***General Office Management:***

- Provides general administrative support to staff members
- Manages general mail, e-mail, and telephone correspondence
- Assists with agency database of contacts and donors
- Drafts flyers, letters, and other simple documents for distribution

***Program Support:***

- Schedules meetings and events for Deputy and Executive Director
- Assists with planning and organizing special events
- Conducts internet searches
- Corresponds with government agency staff to collect information and data

***Banking:***

- Coordinates bill payments with the agency bookkeeper
- Prepares and deposits all incoming checks on a weekly basis

***Liaison with Board and Other Volunteers:***

- Prepares and distributes meeting materials prior to monthly Board meetings
- Coordinates logistics of Board meetings (orders food, reserves a room, etc.)
- Attends evening Board meetings and records minutes

***Required Knowledge, Skills, and Abilities:***

- Demonstrates precise attention to detail and organization
- Possesses the ability to prioritize work and manage time efficiently
- Responds flexibly as issues and tasks arise throughout the work day
- Takes the initiative to complete unassigned supportive tasks
- Exhibits excellent interpersonal skills including oral and written communication
- Interacts comfortably with a wide variety of people
- Possesses the ability to draft written materials using grammatically correct language
- Operates standard office equipment including computer, printer, photocopy machine, and postage meter
- Proficient in Microsoft Office applications, especially Word, Excel, and Outlook
- Knowledge of relational databases, PowerPoint and Publisher a plus
- Exhibits willingness and ability to learn computer applications, e.g. web publishing, donor management, etc.
- Proficiency in Spanish a plus

***To Apply:***

- Send resume and cover letter to Allison Lake at [alake@wca4kids.org](mailto:alake@wca4kids.org)
- No phone calls please