

Services Now for Adult Persons, Inc.

Job Opening Notice

Title: Support Coordinator

Job Type: Full Time

Salary Rate:

Work Location: Queens Village, NY 11427

POSITION DESCRIPTION

Services Now for Adult Persons, Inc. (SNAP) is a 501(c)(3) non-profit organization that is under contract with NYC's Department for the Aging to provide a wide range of programs and services for person 60 years of age and over and their caregivers. SNAP is a social service agency dedicated to improving and enhancing the quality of life for older adults in Queens. We strive to maintain older adults as viable community residents and to assist them in aging with dignity and independence, thereby preventing premature institutionalization. SNAP provides both direct services as well as linkages to all community resources. The Support Coordinator will provide administrative and clerical support to the SNAP senior management team by performing a variety of clerical tasks, under the direct supervision of the HR Manager and as a backup to the receptionist. The Support Coordinator will thrive in a fast-paced environment and ensure the efficient operation of the office at the Queens Village location.

MAJOR RESPONSIBILITIES

- Work under the direct supervision of the HR Manager and provide support to the SNAP senior management team, as needed.
- Serve as backup to the receptionist, answering multiple phone lines, responding to callers' questions, or taking and distributing phone messages to appropriate parties.
- Input and monitor data for the web-based system called PeerPlace, ensuring accuracy and completeness of information.
- Support the transportation coordinator by maintaining schedules, coordinating transportation logistics, and assisting with route planning as needed. Additionally, fill in for the transportation coordinator during their absence to ensure continuity of transportation services.
- Greet visitors, respond to questions, provide information, and direct visitors to appropriate parties.
- Respond to general inquiries via mail, e-mail, phone, and/or in-person.
- Coordinate facilities support, including making connections and keeping contact with external personnel needed for the organization (e.g., vendors, maintenance staff).
- Prepare documents and correspondences, including memos, emails to staff members, agendas, forms, letters, reports, and maintain simple database programs.
- Assist with planning and executing staff events including ordering food and making delivery arrangements.
- Receive, sort, and distribute incoming mail, process outgoing mail, and track packages.
- Assist with calendar management and scheduling, providing basic IT support when needed.
- Support special projects, as needed.
- Maintain confidential files, and file pertinent documents on a timely basis.
- Run errands for the senior leadership team, as needed.

- Maintain inventory of supplies and place orders, obtaining all required approvals.
- Perform other administrative duties such as, but not limited to, faxing, photocopying, scanning, filing, and data entry.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.

QUALIFICATION REQUIREMENTS

- Three years of relevant experience or equivalent, coupled with an Associate's degree in a related field.
- Proficient in utilizing various computer software and applications, demonstrating a strong aptitude for technology; Microsoft Office Suite, especially with calendars, Word, and Excel and Google Docs.
- Highly motivated and punctual individual, adept at taking initiative, working autonomously, and efficiently managing tasks to accomplish objectives both independently and collaboratively within a team.
- Strong interpersonal communication and writing skills.
- Strong administrative skills, organizational and planning skills, as well as strong attention to detail.
- Positive, friendly and approachable demeanor.
- Ability to multitask and thrive in a fast-paced environment.
- Ability to maintain confidentiality.

To apply, please email your resume to: sshaw@snapqueens.org

Please provide a cover letter



Services Now for Adult Persons, Inc. is an Equal Opportunity Employer and believes in a diverse and an inclusive work space.