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**Administrative Assistant Position Description**

**General Responsibilities:** Responsible for office and clerical support of PCANY program operations, including administration, communication, fiscal services, human resources, program delivery, and partnerships systems.

**Status:** Full-Time

**Reports to:** Director of Finance and Human Resources

**Specific Responsibilities:**

* Provide clerical support to programs; scheduling, calendaring, word-processing, and data entry.
* Ensure agendas, meetings minutes, and reports are prepared.
* Secure logistics for meetings, training, and events.
* Prepare materials and supply orders for office operations.
* Support administrative staff by researching and reporting relative to projects.
* Ensure equipment operation by completing preventive maintenance requirements, calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
* Establish rapport with clients, visitors, and partners.
* Entertain and answer basic queries made by the clients about the services provided by PCANY, its mission, vision, and its rules and regulations.
* Ensure the proper filing of pertinent documents.
* Contribute to team effort by accomplishing related results as needed.
* Other duties as assigned.

**Conduct Expectations:**

Commitment to the mission of Prevent Child Abuse New York.

Exemplify professional conduct at all times, including respectful communication.

Exemplify a positive customer service attitude.