



Police Athletic League (PAL) is the largest independent youth organization in New York City that provides educational and recreational activities for children and young adults. PAL Inc. and The New York City Police Department work in partnership to provide communities with summer and after school recreational and educational activities.

We are looking for an Administrative Assistant who will be responsible for the overall administration of the Center which includes but is not limited to the following: monthly reports, personnel records, general office files, participant enrollment, documentation of member and staff attendance, submission of payroll, professional use of phones, office inventory and supplies, receipt and dissemination of mail, supervision of paid or volunteer support staff, and other administrative duties as assigned by Center Director.

Job Title: Administrative Assistant

Status: Full-Time, Regular

Location: Staten Island

Reports to: Center Director

Major Duties & Responsibilities

- Provide administrative oversight, direction, training and support to staff, volunteers and interns for the effective and professional administration of the Center.
- Under the direction and approval of the Center Director, establish and maintain systems to monitor and manage employee records, payroll, and files; conduct new employee departmental orientations; and oversee and document the use of sick, vacation and personal leave and lateness.
- Under the direction and approval of the center director, establish and maintain systems to monitor and manage participant enrollment and attendance records.
- Generate and maintain data management information systems that enable and support the effective and efficient administration of programs.
- Oversee the professional use of phones and provide technical assistance to staff when necessary.
- Order, secure, manage and maintain office supplies and equipment.
- Receive and disseminate correspondence to proper staff with special attention to PAL Headquarters, government and financial documents;
- Ensure that incident reports (accidents, injuries, altercations, etc.) are submitted no later than the date of occurrence to appropriate parties, both internally and externally. Review reports and provide copies to the Center Director and office manager for record keeping purposes.
- Respond to requests from PAL Headquarters with approval and direction from the Center Director.

Knowledge, Skills, and Qualifications

- Demonstrated skills and competencies in program, child/youth development, and ability to manage multiple administrative tasks while meeting deadlines.
- Ability to creatively problem-solve information management challenges.
- A minimum of sixty credits towards a degree from an accredited college or university in administration and/or human resources.
- A minimum of two years professional paid work in administrative duties.
- Strong organizational and communicational skills, computer literate, ability to interact with children and their parents
- Bi-lingual English/Spanish preferred.
- Professional communication skills, both oral and written. Ability to interact professionally and effectively with staff, volunteers, program members, parents, community residents, visitors, and vendors.
- Computer proficiency in Microsoft Word, Access, Publisher, and Excel
- Fluent Spanish is a plus.

How to apply:

Please send your cover letter and resume to jobs@palnyc.org and include your name and the position title in the subject line: for example, "Brian – Adm Assistant". Include your cover letter and resume as attachments titled "YourNameCoverLetter" and "YourNameResume". In your cover letter, please tell us how you found out about this opportunity and whether you have applied for a position at Police Athletic League in the past.

This position will remain open until filled so please apply early. No calls please.

Police Athletic League seeks to hire staff who reflect the diversity of the communities we serve. All positions at PAL are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status or any other characteristic protected by law. All are encouraged to apply.

<http://www.palnyc.org/>