



The Central American Refugee Center - CARECEN (NY) is a non-profit serving the immigrant community on Long Island for nearly four decades.

Job Description

The Central American Refugee Center - CARECEN (NY), based on Long Island, seeks to fill an Administrative Assistant position as part of our office administration team. The position is full-time, hourly (non-exempt).

CARECEN's Administrative Assistant should be eager to gain experience working with clients from diverse, low-income, immigrant backgrounds who are working to improve their lives and the lives of their families, always operating with compassion, patience, and sensitivity to the needs of the communities we serve. If that's you, we look forward to reading your application!

Role and Responsibilities

The Administrative Assistant will provide clerical and administrative support to CARECEN management, staff, and clients on a daily basis at our Brentwood office. His/her/their main responsibilities are to keep the office organized and running efficiently while being an ambassador of the organization to everyone who calls or comes into our offices.

The Administrative Assistant will work on site during normal office hours of 9am – 5pm Monday through Friday.

Primary Duties

Tasks include, but are not limited to:

- Greeting clients and guests, and answering visitor inquiries
- Answering and screening incoming calls and voicemail on a multi-line VOIP telephone system
- Scheduling client appointments via Google Calendar
- Maintaining and scheduling office meeting spaces as needed
- Maintaining a clean and organized waiting area, lobby, or other public spaces
- Submitting requests for office supplies as needed
- Scanning, photocopying, faxing, filing, and creating documents
- Assisting with file management, following internal records retention and disposition policies
- Receiving and processing client documents and payments
- Collecting, sorting, and delivering mail to/from the Post Office
- Attending staff meetings
- Other duties as needed

Qualifications and Requirements

- Adaptable, dependable, friendly, and eager to learn
- Excellent written and verbal communication required
- English and Spanish fluency required
- Office administration, reception/secretarial experience required
- Excellent computer skills, including Google Suite, Microsoft Office, Adobe, Zoom, and general office equipment
- High school diploma or equivalent preferred
- Prior experience in a legal or immigration nonprofit setting and a desire to learn about immigration law/topics a plus
- Must possess excellent interpersonal and customer service skills to communicate with board members, senior management, attorneys, community partners, news media, clients, vendors, staff, and visitors.

Home Office: 2000 Brentwood Rd, Suite 200, Brentwood, NY 11717

Supervisor: Chief Operations Officer

Compensation: \$17 - \$19/hour + Full medical, dental, vision, disability, and paid family leave insurance + generous holidays, 21 PTO and 5 Health/Wellness days per year

To Apply: Send a detailed cover letter explaining why this job would be the perfect fit for you, your resumé/CV, and three (3) references to becca@carecenny.org with "Administrative Assistant Position - Brentwood" included in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

CARECEN is an equal opportunity employer and embraces diversity. Immigrants, women, persons of color, LGBTQ and persons from traditionally marginalized groups are encouraged to apply.