Empire Justice Center is a statewide, multi-issue, multi-strategy non-profit law firm, focused on changing the system for low-income families. Empire Justice works to protect and strengthen the legal rights of people in NYS who are poor, disabled or disenfranchised through systems change advocacy, training and support to other advocates and organizations, and high quality direct civil legal representation.

The RYFF project is seeking a part time administrative assistant who will work to serve low-income working families disproportionately at risk for adverse childhood experiences (ACEs), including racial and ethnic minority families. This initiative seeks to determine whether implementation of earned income tax credit (EITC) outreach and education activities in communities at higher risk for ACEs can result in (1) increased EITC receipt and (2) changes in risk and/or protective factors for ACEs.

**SUMMARY**

The function of the Administrative Assistant is to provide support, administrative and clerical services to CASH and the RYFF project. Providing these services in a well-organized and timely manner will ensure that operations are maintained and running efficiently.

*This position is contingent upon contract award and funding.*

**PRIMARY RESPONSIBILITIES:**

- Assist in document preparation: create, edit, print, copy and compile documents
- Field phone calls from clients, staff, community partners, etc.
- Schedule appointments for Staff
- Participate and take minutes in weekly and monthly meetings
- Scanning, data entry, record keeping and filing
- Receive and direct visitors
- Interact with outside suppliers/partners to reserve meeting space, order supplies, process mail, etc.
- Assess inventory and order supplies
- Assist with event planning, coordination and execution
- Take charge of additional responsibilities and special projects as assigned
SKILLS AND QUALIFICATIONS

• 2+ years of administrative support experience preferred
• Advanced proficiency with MS Office Suite; Outlook, Excel, and Word
• Fluent in Spanish a plus
• Familiarity with social media platforms (Facebook, twitter, LinkedIn, etc.)

Salary and Benefits

$30,000 annually

Flexible schedule - 30 hours per week. Non-Exempt

Empire Justice Center offers a generous benefit package, including health insurance, life insurance, vacation, holiday and sick time. We are an organization that supports and encourages a work/life balance.

Empire Justice Center is an Equal Opportunity/Affirmative Action employer who desires a diverse work force. People of color, women, people who are disabled, people who are elderly, and people who are LGBTQ+ are welcomed and encouraged to apply.

TO APPLY:

Applications will be accepted until the position is filled. If interested e-mail a cover letter, resume, writing sample and three professional references to; employment@empirejustice.org Please include, RYFF Administrative Assistant – Part Time, First/Last Name to the subject line of the email. No phone calls or hard copies please. Incomplete applications will not be considered.

RYFF Administrative Assistant – Part Time
employment@empirejustice.org