

Job Description

Position: Development & Administrative Assistant

Department: Development

Supervisor: Director of Development

Overview of the Position

The Development & Administrative Assistant (The Assistant) is responsible for performing the tasks to efficiently run a small dynamic development office and thus plays a major role in HELP's success.

Summary of Responsibilities

The Assistant reports to the Director of Development and work closely with US and Haiti-based staff. S/he will have primary responsibility for office management tasks in HELP's New York office as well as development related functions.

Below are the major responsibilities and tasks related to this position. Please note that this summary is not exhaustive.

- General office administrative support
 - Telephone reception, scanning and filing
 - Assist with IT maintenance and support
 - Coordinate travel and maintain calendars and contacts for senior staff
- Purchasing and vendor relationships
- Bookkeeping
 - Work with accounting department in Haiti in maintenance of
 - Disbursements, expenses, payroll
- Assist with the maintenance of US human resource records and compliance
 - Corporate insurance coverage & employee benefits for US staff
 - Record keeping for US staff on and off boarding, vacation and other HR documents
- Compliance with federal, state and local filings and regulations
- Assist the Executive Director and senior staff with tasks and/or special projects as required
- Assist Development staff with mass mailings, data entry, and other tasks as necessary
- CRM/Database entry and maintenance

Qualifications

- A commitment to the mission and values of HELP
- Strong research, writing, and communication skills
- Excellent computer skills
- Organizational and analytical skills and attention to detail

The How to apply

Please email CV and cover letter to: info@uhelp.net