

Administrative Assistant

The Organization

Come be a part of the rich history that we enjoy at UUCSR! Not only will you work in a beautiful environment surrounded by 100 picturesque acres on the North Shore of Long Island but you will help support a Congregation, established in 1941, with a mission of strong principles and purpose. We are committed to “Human. Kind.”

We encourage you to join our team of creative, collaborative and diligent employees and help UUCSR continue to achieve our strong commitment to excellence.

The Position:

We have an immediate opening for an Administrative Assistant. This position provides direct administrative support to the Religious Education Program and Lifespan RE Program volunteers. Provides assistance to the Religious Education Committee and administrative support to UUCSR program committees. Assist in the preparation of meetings and programs support packets by executive Word documents, Excel sheets, and presentation material such as copying, collating, and assembling and distributing materials

- Interface with the Childcare Supervisor to coordinate childcare for activities
- Interface with office volunteers and manage workflow
- Coordinate special events to include Handling details of class trips, teacher training weekend, retreats, parent meetings, recognition dinner
- Provide general office support to manage phone call and interact with visitors
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Requirements:

- 1-3 years' experience in an administrative assistant position, with some exposure to the not-for-profit sector preferred/religious/membership
- Good keyboard and proofing skills
- Must be able to multi-task, meet deadlines and plan ahead
- Exceptional interpersonal skills / Excellent oral and writing skills
- Able to execute assignments with little supervision
- Superior computer skill utilizing full Microsoft Office Suite and Excel
- Knowledge of Zoom and other online and virtual communication and meeting tools

Why you should apply:

- Competitive salary
- Outstanding health benefits (medical and dental) with a generous employer premium contribution
- Generous time off policies
- Excellent employer contributed retirement plan
- Work for an organization that supports causes such as; women's rights, social justice and the rights of the under-served population
- Office location in Manhasset, NY is close to trains and highways

How do you apply: Send resumes and salary requirements to: HR@uucsr.org

Equal Employment Opportunity