

## 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 in our Religious Education Department. This position provides administrative support to the Lifespan Religious Education Program.

- Assist in the preparation of meetings such as copying, collating and assembling and distributing materials
- Manage general correspondence
- Process religious education paperwork and reports
- Record and transmit funds received to the Finance department
- Track and record inventory of supplies
- Draft purchase orders, work orders and check requests
- Schedule events, classes and activities for members
- Handle confidential information appropriately
- Organize the files for the RE department efficiently

### Requirements:

- 2-5 years experience in an administrative assistant position, congregational or social service work preferred
- Organized and attention to detail
- Good keyboard and proofing skills
- Must be able to multi-task, meet deadlines and plan ahead
- Exceptional interpersonal skills
- Able to execute assignments with little supervision
- Must be proficient in Microsoft Office

### 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](mailto:HR@uucsr.org)**

**Equal Employment Opportunity**