DESTINATION TOMORROW

Administrative Assistant

Department	Shelter
Reports To	Program Director
Sites Covered	LIC-- Queens, NY
Works closely with	Director of Social Services
FLSA Status	Exempt
Annual Salary	$60,000
Position Type	Full-Time

Summary:

The Administrative Assistant provides comprehensive administrative, clerical, and operational support to a 150-bed emergency shelter. This position is responsible for maintaining accurate records, supporting shelter operations, assisting residents and visitors, coordinating communication between departments, and ensuring compliance with organizational policies and funding requirements. The Administrative Assistant serves as a professional first point of contact and helps ensure the shelter operates efficiently, safely, and compassionately.

Responsibilities

- **Monthly Supplies List:** Prepare, maintain, and submit monthly supply lists to ensure the program has the necessary office, program, and household supplies.
- **Staff Payroll Support:** Assist with collecting, organizing, and submitting staff timesheets and other payroll-related documentation in accordance with established deadlines and procedures.

- **Meeting Minutes:** Attend leadership team meetings, take accurate minutes, document key decisions and action items, and distribute meeting notes to the appropriate individuals.
- **Food Vendor Coordination:** Serve as the primary point of contact for placing food orders with the designated food vendor, confirming deliveries, and communicating any changes or concerns.
- **Work Orders and Maintenance Requests:** Submit work orders to the building manager and leadership team, maintain a tracking log, and follow up on outstanding maintenance requests until they are addressed.
- **Leadership Team Binders:** Create, organize, and maintain binders for the leadership team, ensuring that documents, meeting notes, schedules, and other relevant materials are current and accessible.
- **Filing and Recordkeeping:** Maintain organized physical and electronic filing systems for administrative documents, correspondence, reports, and program records while ensuring confidentiality.
- **Data Entry and Documentation:** Assist with entering, updating, and maintaining program information, spreadsheets, logs, and other administrative records accurately.
- **Correspondence and Communication:** Assist with preparing emails, letters, memos, notices, and other communications on behalf of the program, as directed.
- **Scheduling and Calendar Management:** Assist with scheduling meetings, coordinating appointments, maintaining calendars, and communicating schedule changes to relevant staff members.
- **Inventory Management:** Monitor office and program supplies, maintain inventory records, and notify the appropriate staff when items need to be replenished.
- **Document Preparation:** Prepare, print, copy, scan, and distribute documents, forms, reports, and other materials needed for program operations and leadership meetings.
- **Administrative Support for Staff:** Provide general administrative assistance to the Program Director, leadership team, and other designated staff members as needed.
- **Follow-Up on Action Items:** Help track outstanding tasks, deadlines, and follow-up items assigned during leadership meetings to support timely completion.

- **Office Organization:** Maintain an organized administrative workspace and ensure that shared office materials and resources are properly stored and accessible.
- **Compliance and Confidentiality:** Handle sensitive information professionally and maintain confidentiality in accordance with agency policies, applicable regulations, and established procedures.
- **Other Assigned Duties:** Perform additional administrative responsibilities as assigned by the Program & Operations Directors to support the need and effective operation of shelter.

Requirements:

- HS Diploma highly preferred. 1-year customer service experience required.
- Good computer skills knowledge required.
- Ability to communicate clearly and concisely both verbally and in writing.
- Ability to use judgment and make sensible, practical and concise decisions in an emergency situation and have an interest in computer technology.

EOE:

We are an equal opportunity employer, and all qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to creating a diverse and inclusive workplace where all employees feel welcome and valued. We believe that diversity and inclusion are essential to our success.

DISCLAIMER:

This job description is intended to provide a general overview of the position and its essential functions. It is not intended to be an exhaustive list of all the duties and responsibilities that may be assigned to the staff member. The specific duties and responsibilities of the position may change from time to time, as determined by the needs of the organization. The staff member must be able to perform the essential functions of the position satisfactorily, with or without reasonable accommodation. Reasonable accommodation will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

How to Apply:

Interested applicants must submit a resume and cover letter to:
hr@destinationtomorrow.org