

Monday, June 27, 2016

## Administrative Assistant

Company: Culture For One, Inc.  
Location: New York, NY

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### About Culture For One:

Culture For One's mission is to inspire New York City children living in foster care by providing them with opportunities for cultural experiences and exposure to a broader world. Our purpose is to enrich the lives of these children and improve their futures. We do this through excursions to cultural events, arts scholarships, workshops, career connections, and creative projects, as well as individual encouragement and support.

Culture For One is seeking an Administrative Assistant to provide effective support for office activities and staff. The ideal candidate will have office experience, excellent organizational, communication and computer skills. An interest in the cultural arts and assisting underserved youth in our community is something we are also looking for.

### Job Description:

Provide Executive Director, Program Director and Operations Manager with general administrative support in an effective and efficient manner, including:

- Record keeping, research and meeting notes
- Organizing /maintaining files and organization materials (including drafting new contact letters and follow-up)
- Mail, copying, banking and office supplies

- Manage database (Neon CRM)

- Provide support for development campaigns and events

- Coordinate CFO materials design and ordering

- Manage effective communications with members of the Board, donors and program partners

- Manage organization calendar, scheduling and youth services appointments

- Manage photo library and permissions feedback from program participants

- Collaborate on management of social media channels for CFO

- Oversee interns with Input feedback tally and gathering testimonials

- Assist with other special projects as needed such as presentations

### Qualifications:

- Undergraduate degree

- 1-3 years executive/administrative assistant experience preferred

- Excellent communication and interpersonal skills required

- Excellent computer skills (Office, Mac, PC, required), (QuickBooks and Constant Contact a plus)

- Excellent organization, follow-through and professionalism required

- Solid business writing skills: grammar, punctuation, proofreading Ability to manage multiple projects/tasks simultaneously and work well under pressure

- Ability to take initiative, anticipate problems and formulate resolutions

Competitive compensation will be offered based on experience. Interested candidates should send their cover letter, CV, and references to [Info@CultureForOne.org](mailto:Info@CultureForOne.org)

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For more information:  
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