



# THE BROTHERHOOD SISTER SOL

## **The Brotherhood Sister Sol**

**Job Description:** Administrative Assistant

**Salary:** \$50,000 to \$55,000

### **About The Brotherhood Sister Sol (BroSis):**

The Brotherhood Sister Sol is a social justice youth development organization that since 1995 has been a place where Black and Latinx youth claim the power of their history, identity, and community to build the future they want to see. By educating, organizing, and training, we are challenging inequity and creating opportunity for all.

BroSis provides holistic and long-term support services to youth who range in age from eight to twenty-two. BroSis offers wrap-around evidence-based programming such as four-six year rites of passage programming, thorough five-day a week after school care, school and home counseling, summer camps, job training, college preparation, employment opportunities, community organizing training, and month-long international study programs to Africa and Latin America. Based in Harlem, NY but with a national reach, we publish assorted curricula and collections of our members' writings; train educators from throughout the nation on our approach; and organize and advocate for social change. BroSis has earned national recognition for our evidence-based model, receiving an array of awards and funding from a host of national funders, including, Marlene Nathan Meyerson Foundation, Charles Hayden Foundation, NBA Foundation, Kraft Heinz, New York Community Trust, Comic Relief/Red Nose Day, William Stamps Farish Foundation, and more.

The organization has over 50 full-time staff and serves thousands throughout New York City. In addition, in June of 2022 we moved into our new building - a 22,000 square foot state-of-the-art beacon for youth development. It is an exciting period of organizational growth and increased impact in our community and beyond.

## **POSITION SUMMARY**

The Administrative Assistant, reporting to the Office Manager, will focus on and support administration needs and office procedures relating to the following areas of Operations, Program, and Finance. This role requires creating and maintaining a pleasant work environment while ensuring high levels of organizational effectiveness, communication and safety.

## **RESPONSIBILITIES**

### **Operations** - Reporting to the Office Manager

Develop systems to streamline business operations and documentation that staff can refer to on a regular basis.

- Sit at the reception desk and provide a high level of community engagement at the reception desk; welcome visitors to the office; and answer/respond to incoming phone calls and emails.

- Provide general office operations and event support.
- Support in the distribution of mail and packages.
- General administrative tasks.
- Assisting members with signing in and technical support of the SIE system.
- Posting up signage regarding space usage and events.
- Maintain the front desk to ensure the area is kept in a clean and orderly fashion.
- Support in replenishment of office supplies.
- Support departments with organizing and packaging large mailings.
- Support in event set up and clean up.
- Special projects upon request or as needed.
- Collect member applications as needed.

## **EXPERIENCE & PERSONAL REQUIREMENTS & SKILL SETS**

- Proven experience as an Administrative Assistant or Support Staff.
- One year of office support experience.
- Ability to sit for long periods of time.
- Ability to lift at least 15 lbs for package distribution and supply organization.
- Knowledge of Office Administrator responsibilities, systems and procedures
- Proficiency in MS Office and Google Suite software.
- Hands-on experience with office machines (e.g. fax machines and printers).
- Excellent time management skills and ability to multitask and prioritize work.
- Attention to detail and problem solving skills.
- Excellent written and verbal communication skills.
- The ability to suggest and implement ideas to streamline processes.
- Strong organizational and planning skills in a fast-paced environment.

## **BENEFITS:**

At The Brotherhood Sister Sol, we offer competitive salaries with a comprehensive benefits package including, health, dental, vision, and life insurance, 3% employer contribution to 403(b) retirement account. Staff are entitled to four weeks' vacation; as well as quarterly personal days; and office closure during Winter Break that is approximately 8 vacation days in addition to Christmas and New Year's Day - which thus totals over 6 weeks of vacation over the year; as well as 9 additional paid holidays and 8 sick days.

As The Brotherhood Sister Sol is a youth development organization that works in close quarters with young people and children, and as the safety of our children and their families and our community is paramount - we have instituted a policy that all staff must be fully vaccinated by the start date of this position. If there is a medical or religious reason for an exemption from vaccination this can be presented and will be considered.

## **APPLY:**

Email resume and detailed cover letter to [resume@brotherhood-sistersol.org](mailto:resume@brotherhood-sistersol.org)