Job description: Part-Time Office Assistant

Docs for Tots is seeking a part-time* hourly employee as an office assistant. Docs for Tots is a non-profit, non-partisan organization led by pediatricians to promote practices, policies, and investments that will enable young children to thrive.

RESPONSIBILITIES:
The Office Assistant should display a positive attitude, flexibility, and strong organizational skills. They will support the Docs for Tots Director of Operations, Executive Director, and Program staff with administrative, HR, and marketing related tasks. Responsibilities include:

Administrative Support

- Processing invoices and bill payments
- Maintaining and organizing receipts in a virtual office system
- Ordering supplies and maintaining an inventory
- Printing and/or customizing materials
- Compiling and mailing materials and supplies
- Overseeing communications with vendors
- Scheduling meetings with partners
- Responding to phone messages and emails as needed
- Organizing the electronic document drive
- Delivering/picking up supplies across Long Island as needed (occasional)
- Completing special projects as assigned

HR Support

- Formatting monthly timesheets, and compiling data for payroll
- Formatting, reviewing, and processing monthly expense reports
- Troubleshooting staff technological issues as needed, i.e., communicating with IT support

Marketing Support

- Assisting with social media posts
- Creating materials in Canva for posts, fliers and announcements
- Preparing and sending e-newsletter
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QUALIFICATIONS:
We seek an enthusiastic and articulate individual who is comfortable interacting in person, on the phone, and via email communications. Candidates must possess the following skills:

- Exceptional administrative, organizational, problem-solving, and project management skills
- Detail-oriented and ability to work independently
- Strong written and verbal communication skills
- Ability to prioritize multiple tasks
- Knowledge of Excel, Word, PowerPoint, Adobe
- Social Media experience preferred
- Access to cell phone and vehicle

15-20 hours per week. Most work to be completed at our Roslyn office, with some virtual work. Mandatory Monday and Thursday hours in Roslyn; flexibility on additional scheduling. Compensation $20/hour.

How to apply
Interested candidates should submit a resume and cover letter to:
Robin Halloran, Director of Operations, Docs for Tots

Send resume and cover letter via email to robin@docsfortots.org with “Office Assistant” in the subject line.

*Possibility of full time in the future

Docs for Tots does not discriminate against any employee or applicant for employment because of age, creed, race, color, sex, gender identity or expression, sexual orientation, national origin, marital status, disability, military status, citizenship or immigration status, domestic violence victim status, arrest record, conviction record, reproductive health decision making (including, but not limited to, the decision to use or access a particular drug, device, or medical service), and predisposing genetic characteristics or carrier status.

Key words: administrative, support, part-time