



**Island Harvest** is growing to better serve our community and has the following exciting position available in our Melville, New York office:

## **Department Administrative Assistant (Bi-lingual in English/Spanish)**

### **Job Summary:**

As the Administrative Assistant for the Neighborhood Market Programs, you will be responsible for handling various administrative duties to ensure the smooth operation of the division. Your primary duties will be to answer and direct calls in a courteous and friendly manner, ensure cliental meet program requirements, re-certify our existing cliental monthly, and provide general administrative support to the division.

### **Essential Functions:**

- Responsible for managing incoming calls by promptly answering, screening for spam or solicitors, and directing them to the proper person.
- Making monthly phone calls to schools, seniors, and other program participants regarding programs.
- Conduct monthly re-certification of seniors registered in the Commodity Supplemental Food Program (CSFP).
- Support data entry for all programs under Neighborhood Market Division.
- Provide general administrative support to the Neighborhood Market Program's Supervisor.
- On occasion, help ensure communication during food distribution with Spanish speaking cliental.

### **Required Education and Experience:**

- High School Diploma or GED equivalent.
- 1-2 years' customer service experience.
- Fluency in English and Spanish is required.
- Proficient in Microsoft Office and Google Drive.
- Strong communication skills.
- Call center experience a plus.

**Hours:**

40 Hours Per Week on site Monday- Friday 9-5. Occasional weekends may be required.

**Salary:** \$22 per hour

**Certifications:**

Must be willing to study for and pass certifications such as ServSafe, Food Safety and other certifications necessary to carry out the work of this organization and department.

***ISLAND HARVEST IS AN EQUAL OPPORTUNITY EMPLOYER***

To be considered for this position please send your resume to [resumes@islandharvest.org](mailto:resumes@islandharvest.org). No phone calls or walk-ins, please. No relocation expenses.