



## **JOB OPPORTUNITY**

**TITLE OF JOB:** Office Secretary

**LOCATION:** On-site/In-office at the GNYC Headquarters Manhasset, NY

**FT/PT STATUS:** Regular Full Time

**PAY RANGE:** \$47,000 - \$67,000

### **POSITION SUMMARY:**

Assist the office of the president by performing diverse administrative assistant duties in an efficient and pleasant manner. Handles all affairs of the office with the greatest care and confidentiality. Serves in designated administrative details using initiative, creativity, and sound judgment. Requires a high level of technical (well-developed keyboard/computer, etc.) skills, high levels of tact, courtesy and other aspects of strongly developed interpersonal skills plus proven organizational skill to multitask.

### **ESSENTIAL JOB FUNCTIONS:**

- Assist the president in preparation of various committee agendas.
- Handles affairs of the assigned departmental with the greatest care and confidentiality.
- Maintains a well-organized office, and an efficient filing system.
- Composes letters/emails and responses using good judgment.
- Screens telephone calls—responds to routine/non-routine inquiries.
- Participate in various special projects and initiatives as directed by supervisors or administrators.
- Oversees employees immigration processes as needed
- Assist the president in planning events, preparing reports, special projects, etc., as requested.
- Position requires occasional weekend work
- Must be willing to work from Camp Berkshire for special occasions.

### **EDUCATION/EXPERIENCE/CREDENTIALS:**

- Bachelor's (BA/BS) degree with emphasis in office administration, English or related field including courses in desktop publishing/computer literacy.
- Appropriate successful work experience may be acceptable in lieu of scholastic requirements.
- Must be proficient in proofreading, editing and have proven clerical skills.
- Experience in administrative support roles in various levels of denominational administrative offices preferred.

- Minimum of 2 years Secretarial experience preferred.
- Paralegal experience is a plus

#### **KNOWLEDGE AND SKILL:**

- Well developed knowledge of principles and beliefs of the Greater New York Conference, and the Seventh-day Adventist Church.
- Must exhibit initiative and be adaptable and able to evaluate priorities. Ability to perform administrative support duties with speed and accuracy without constant supervision.
- Knowledge of up-to-date office procedures such as video conferencing, telephone techniques, Microsoft Office Suite (word, Excel, Outlook, etc.).
- Position requires excellent communication skills with a strong command of English and **Spanish language verbal and written**. It also requires keyboard speed with high accuracy. Must be able to facilitate good communications among departmental staff, and outside personnel.

#### **ORGANIZATIONAL RELATIONSHIPS:**

- Must have both a pleasant personality as well as good telephone manners.
- Must possess the ability to deal tactfully and effectively with other employees within Greater New York Conference and outside personnel.
- Must be able to effectively handle confidential information/situations at all times; and maintain high degree of loyalty and support for supervisors, departments, Greater New York Conference, and the Seventh-day Adventist Church.

#### **PHYSICAL REQUIREMENTS:**

Some standing, walking, bending, kneeling, carrying of light items required.

#### **INTERESTED PERSONS:**

If interested in the above position, please submit cover letter, resume, and completed GNYC Employment Application to [secretariat@gnyc.org](mailto:secretariat@gnyc.org). Find the application on the GNYC website at <https://gnyc.org/careers/> All applicants must be eligible to work in the United States.

**Apply by January 15, 2024**

**Posted: December 15, 2024**