

NEW – Nontraditional Employment for Women Receptionist

Organization Description

Nontraditional Employment for Women (NEW) is a nonprofit community-based organization that trains economically disadvantaged women for nontraditional careers that provide a good living wage and benefits. NEW is the longest-running program of its kind in the nation, and has helped thousands of New York City women secure skilled, unionized jobs in the construction, transportation, and utilities industries. NEW is experiencing a period of unprecedented growth and expects to expand its programs significantly over the next few years. NEW is currently recruiting staff for newly created positions to support this growth.

Position Overview

Nontraditional Employment for Women is seeking a Receptionist to provide administrative support to NEW's training programs. The Receptionist works closely with program staff and responsibilities will include:

- Operate busy phone switchboard
- Monitor front door and lobby area
- Schedule applicants for information sessions and interviews
- Prepare materials and assist with intake for incoming students
- Process mailings to incoming and perspective students
- Track and enter applicant information including interview dates and test scores
- Provide administrative and clerical support to staff as needed

Requirements

The ideal candidate will possess the ability to take initiative, work independently, prioritize responsibilities and deadlines, and think creatively. The following qualifications and experience are required:

- Bachelor's degree preferred, HS Diploma and two years relevant experience required.
- Previous background in non-profit or job training programs preferred
- Excellent communication and organizational skills
- Ability to work in fast-paced environment
- Computer proficiency in MS Word, Access, Excel and database applications necessary
- Comfortable working in a diverse environment
- Bilingual Spanish a plus

Salary \$30,000. Full benefits package. NEW is an EEO Employer.

To Apply

Deadline is June 1, 2007 at 5 PM. Please send a cover letter, resume, and references to:
jobs@new-nyc.org.