

Job description

Administrative Assistant/Program Support

Families Together In New York State is a statewide non-profit organization based in Albany, NY. We are seeking an experienced individual to fill a full-time position performing office and finance administration. Applicants should have 3-5 years of experience working as an administrative assistant preferably in a non-profit environment.

Key Responsibilities:

- Assist in organizing and coordinating programmatic events, workshops, and meetings, including logistical arrangements, scheduling, and preparation of materials.
- Manage communication channels, ensuring timely and effective dissemination of information related to programmatic activities among team members and external stakeholders.
- Support the maintenance and organization of programmatic databases, records, and documentation, ensuring accuracy and accessibility of information.
- Collaborate with cross-functional teams to facilitate the implementation of programmatic strategies and initiatives.
- Assist in conducting research and analysis to support program development, identifying trends and opportunities within the programmatic landscape.
- Prepare reports, presentations, and documents to support programmatic evaluation, progress tracking, and communication with stakeholders.
- Provide general administrative support, including calendar management, expense tracking, and coordination of travel arrangements, and other duties as necessary

This position requires strong skills in Excel, MS Word, mail merge, database systems, IT coordination and, compiling and tracking monthly reports.

Job Type: Full-time Monday-Friday (7 hours per day/35 hours per week)

Salary: \$45,000 - \$48,000 per year

How to apply: Applicants must send a resume with a formal cover letter to employment@ftnys.org in order to be considered.