

Classroom And Office Support Assistant

A Child's Place at Unity House of Troy

Albany, NY

Other

Posted on April 1, 2021

Job Description

A Child's Place at Unity House is a program where all children are cherished and are encouraged to learn and grow together.

Our Albany location on Philip Street is currently hiring for a full time Classroom and Office Support Assistant to be a part of this program. The right candidate will assist the lead teacher in maintaining a safe, healthy, nurturing learning environment for the children as well as assisting with office duties.

Requirements: assist the classroom with all aspects in maintaining a safe, healthy, nurturing learning environment for the children. Provide administrative support and manage office operations. You will be greeting visitors, answering telephones, sorting mail, operating office equipment, light word processing and other routine office operations.

Please make sure you have: an Associates Degree in related field, some experience working with children as well as administrative assistant/office experience. Software proficiency minimums include: Microsoft Office Suite. Excellent organizational and time management skills. Excellent written and verbal skills. Ability to work in a fast-paced, culturally and economically diverse population while maintaining compassion and efficiency.

You may be eligible: Generous time off, holidays, medical/dental/vision, 403b after two years, tuition reimbursement, gym and cell phone discounts, and more!

Unity House is a Rensselaer County-based human service agency that provides a wide range of services to meet the otherwise unmet needs of people in our community who are hurting and struggling. We assist those who are living in poverty, adults living with mental illness or HIV/AIDS, victims of domestic violence, and children with developmental delays. We work to achieve social justice in our community and to create a better understanding of those we serve.

As An Equal Opportunity Employer, we commit ourselves to recruiting, hiring, training, and promoting persons in all job classifications without regard to race, color, age, sex, creed, disability, gender identity or expression, sexual orientation, predisposing genetic characteristics , national origin, domestic violence victim status, familial status, marital status, military status, pregnancy related condition, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

Qualifications

Associates Degree in related field, some experience working with children as well as administrative assistant/office experience. Software proficiency minimums include: Microsoft Office Suite. Excellent organizational and time management skills. Excellent written and verbal skills. Ability to work in a fast-paced, culturally and economically diverse population while maintaining compassion and efficiency.

Application Instructions

Please apply here:

<https://www.unityhouseny.org/about/employment/>