

Administrative Assistant I (Coney Island Ymca)

YMCA of Greater New York

Brooklyn, NY 11224

Other

Part-time

Onsite

\$20.00 - \$20.00 an hour

Posted on July 27, 2026

Organization Statement

The YMCA of Greater New York is here for all New Yorkers — to empower youth, improve health, and strengthen community. Founded in 1852, today the Y serves a diverse population of more than half a million New Yorkers who learn, grow, and thrive through programs and services at our 24 branches. Community is the cornerstone of the Y. Together, we connect active, engaged New Yorkers to build stronger communities.

To help fulfill our mission, we cultivate a culture of learning, leading, and collaboration to enhance community impact. Through our talented staff and “LEAP” career framework (Leadership, Empowerment, Accountability, Personal Growth), we are committed to a people-first approach that fosters trust, inclusion, growth, and development for all.

Job Description

Salary: \$20.00 Hourly

The Coney Island YMCA is seeking an Administrative Assistant who will play a critical role in the successful operation of the department and its programs. The Administrative Assistant will provide administrative and operational oversight and support to ensure quality program execution. In addition, the Administrative Assistant will provide administrative support to our membership, fund development, and Board engagement operations. They will play an integral role in contributing to the department’s overall quality, culture, and success, and will ensure an atmosphere of professionalism, friendliness, and safety within the facility.

Benefits:

The YMCA of Greater New York offers a variety of benefits to its staff members, including [retirement benefits](#), medical, paid time off, free YMCA membership, and more! Benefit eligibility is determined by an individual's employment status (i.e., full-time or part-time), tenure, and/or the number of hours scheduled to work. Click [here](#) for more information.

Responsibilities

- Provide and manage all administrative support to the department (letters, memos, etc.).
- Accurate and timely data entry into all applicable systems and databases.
- Answer phone calls and respond to emails in a timely and professional manner.
- Maintain accurate and up-to-date records and files (POs, receipts, incident reports, accident reports, etc.) in compliance with YMCA of Greater New York and funder standards.
- Prepare and organize materials for meeting agendas and minutes.
- Responsible for managing the department's inventory, IT support, and purchasing of supplies.
- Process and track invoices, purchase orders, and other financial documents.
- Responsible for creating requisitions, receiving POs, resolving Invoice on Hold issues, responding to vendor inquiries, and facilitating invoices for payment.
- Support the planning and implementation of special events and programs.
- Manage the facility space usage and maintain an updated calendar.
- Uphold all Association policies and demonstrate the Y core values of Respect, Responsibility, Caring, and Honesty.
- If applicable, assist with batch closings, accounts payable, and the financial assistant program, as needed.
- Actively participate in designated meetings, training sessions, and special events.
- Other duties as assigned.

Qualifications

- Associate's degree and experience in a related field, or equivalent experience required. Bachelor's degree preferred.
- Minimum of one (1) year of administrative experience and experience working with staff and volunteers.
- Knowledge of, Microsoft Excel, Word, Publisher, and PowerPoint.
- Knowledge of AS400 Database Management a plus.

- Excellent interpersonal communication – written and oral, project management, and organizational skills.
- **Minimum Education Level:** Associate's Degree
- **Preferred Education Level:** Associate's Degree

Application Instructions

If you would like to be a member of our dynamic team, please complete our [online application](#) and submit your résumé and a thoughtful cover letter that explains your interest in the role and our organization.

Language Requirements

English