



Title: Part-time Administrative Support

Site Contact/ Supervisor: Jeneya Richardson, CYMP Coordinator

Website: <http://www.shilohcdc.org/>

About Organization: The mission of the Shiloh Community Development Corporation is to improve the quality of life of residents in Trenton and neighboring communities through training in the areas of spirituality, family life services, cultural arts, education, health education and financial literacy.

The CYMP Program serves Mercer County Youth between the ages of 14-21 who are in the custody of the Division of Child Protection and Permanency or are active with a New Jersey Children's System of Care provider and reside in Mercer County. The Program Objective is to Develop and maintain a group of adult volunteers who are willing to mentor youth who are at risk due to a history of abuse and neglect.

Time Commitment: Minimum of 20 hours per week
Flexible to Monday – Friday, between 9 am and 5 pm

Employment Type: Part-time

Purpose of Position:

Employee will serve as a contact point for information and provide clerical/administrative support to the Capital Youth Mentoring Program, under supervision of the Program Coordinator. Duties are related to perform a variety of entry-level administrative tasks such as: maintaining files, prepare correspondence, photocopying, fax and mailing, provide front desk coverage, answer phone inquiries. Position requires knowledge of commonly-used office concepts, practices, and basic program procedures. Always represents a professional demeanor.

Responsibilities:

Providing general office support to CYMP staff and management, including but not limited to:

- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Filing and retrieving documents and reference material for CYMP
- Answering phones and properly directing calls
- Preparation of outbound mail/packages with USPS
- Receiving and interacting with incoming guests, maintaining guest log book for CYMP/Benevolence Program.
- Preparation and assistance of program activities
- Provide support for mentor preparation: call references, set up orientations, event reminder calls and follow ups
- Performing other duties as assigned by supervisor or upper management, and all tasks within a timely manner.



Requirements:

- Knowledge of clerical and administrative procedures and systems such as filing and record keeping
- Working experience in Clerical Support preferred
- Ability to interact with people in a positive and courteous manner
- Ability to maintain professional environment and attitude
- Excellent verbal communication and written skills
- Proficient in MS Word, Excel, Power Point and Outlook
- Ability to keep up in a fast-paced environment, and flexibility to react to rapidly changing priorities.
- Multi-tasking with ease, devoid of losing scope and/or composure
- Ability to work as both a team and independently
- Must be able to clear a pre-employment background check
- Must be fluent in English (Bilingual – Spanish)
- Must have a desire to learn
- Must be open minded / think outside the box.

Key Competencies:

- Communication skills - written and verbal
- Planning and organizing
- Prioritizing
- Problem assessment and problem solving
- Information gathering and information monitoring
- Attention to detail and accuracy
- Flexibility
- Adaptability
- Customer service orientation
- Teamwork

Submit Resume to:

Jeneya Richardson at CYMP@shilohcdc.org

Fax: 609-392-0295