

Ronald McDonald House Charities New York Metro Operations & Office Administrative Assistant Description

Brief Description of Organization:

Ronald McDonald House Charities New York Metro (“House”) is a not-for-profit 501(c)(3) organization located in New Hyde Park, NY. The mission of the House is to keep families with sick children close to each other and the care and resources they need. The House provides the parents and siblings of these children with a temporary haven in a secure and comfortable environment among other families sharing a similar burden.

Position Title: Administrative Assistant

Reports to: Chief Operating Officer

Salary commensurate with experience

Position Summary:

Our organization is searching for an experienced, reliable, and task-oriented Administrative Assistant. The Administrative Assistant will work directly for the Chief Operating Officer and will be responsible for performing several administrative duties. The ideal candidate is highly self-motivated, professional, and capable of managing their workload and prioritizing tasks in a fast-paced corporate environment. This is an excellent opportunity to join a growing company with competitive compensation.

Knowledge, Skills and Abilities:

- Ability to multitask, and pivot at a moment’s notice when an urgent need arises.
- Excellent time management skills with an ability to stay focused and completing tasks.
- Well-developed organizational skills.
- Takes initiative and uses independent judgment and discretion in setting daily priorities to complete tasks on time. Working independently and proactive.
- Effective and professional communication, writing and grammar skills, paying great attention to details.
- Highly proficient with Microsoft Office tools, especially Outlook, Power Point, Excel, Teams and Word.
- Experience with Raiser’s Edge or similar database a plus.
- Uncompromising integrity and commitment to confidentiality.
- Puts the team first, acting as a helpful and involved teammate.
- Schedule needs may require working early mornings, weekends and/or evenings (as needed).

Essential Functions:

- Provides administrative support to ensure efficient operation of the office.
- Maintains Office and COO appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.

- Tracks and responds to incoming calls, taking messages or responding to routine inquiries.
- Carries out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Prepare internal and external documentation for team members, donors, and vendors.
- Takes accurate and relevant notes for the Office, COO and other leaders in key meetings.
- Manage and coordinates visual conferencing technology, securing conference rooms, displaying presentations, sending/accepting packages/mail, fulfilling various requests.
- Review contracts and help to keep contracts and projects moving through appropriate pipelines.
- Supports the maintenance of office supplies inventory by checking stock to determine inventory level; anticipating needs; placing orders; verifying receipt of supplies.
- Manage brick, leaf, and heart inscription orders.
- Creates reports for team leads and assists with special projects as needed.
- Assist with Special Events as needed.
- Develops positive and constructive working relationships with team members, volunteers, donors, and community partners.
- Shares pertinent information with COO and team members regarding work progress, successes, barriers, and concerns.
- Supports team by performing tasks related to organization.

Working Conditions and Physical Effort:

This position has some physical demands that include and are not limited to

- Public speaking ability
- Able to lift and move supplies, up to 35 pounds
- Standing for community functions and events
- Sitting, viewing computer monitors, and utilizing computer keyboard
- Reliable transportation.

The above information in this description has been designed to indicate the general nature and level of work performed by employees with this level of responsibility. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees in this position.