

PAC – Office Assistant (14 hours per week)

3-5 persons needed based on availability

Mon -Fri - 9:30am-1:30pm

About the position:

We are seeking dedicated self-starters to work with the CEO of Parent Action Community Inc.(PAC) in Amityville NY. We offer a welcoming work environment and the ability to learn and grow in a supportive atmosphere. As the office Assistant, you will be a part of having an impact on the Amityville and surrounding community with a non-profit organization.

About Parent Action Community: Parent Action Community (PAC) was established in 2005 by parents concerned with the behavior and condition of today's youth. We are a fully-accredited 501(c)(3) charity equipping young adults for the responsibility of leadership. PAC's goals are to Equip, Empower, and Educate "At-Risk" Youth And Young Adults between the ages of 13 and 24.

We develop their Knowledge, Personal Skills, and Motivation to Reduce Adolescent Pregnancies, High School Dropout Rates, Sexually Transmitted Diseases, including HIV/AIDS, Substance Abuse, Juvenile Delinquencies, and Reduction In Crimes through a Comprehensive, Community-Wide Collaborative Effort to Improve Academic Achievement in order to be Career and College-prepared.

Our Volunteers have a unique opportunity to gain valuable campaigning and nonprofit experience, cultivate your interests in social equality, strengthen your understanding of a fast-paced campaign organization, and gain critical organization skills and experience.

PAC's reputation of providing services to the Amityville and surrounding community has grown over the last 10 years. We are looking to expand the organization and programs in the future. The role of Office assistant is to support the organization by overseeing the office during High School Diploma program, the distribution center and the tutoring programs.

The Office Assistant will be responsible for the following:

- Preparing weekly reports on the activities in the PAC center during their volunteer hours.
- Ensure that all visitors sign in and complete a PAC "in-need" form.
- Prepare a weekly report on visitors.
- Prepare a weekly report on items that PAC was unable to supply.
- Preparing weekly reports on volunteer hours.
- Track number of program recipients.
- Provide a weekly report on attendance
- Prepare a monthly report for the CEO
- Review all Outgoing correspondences

Qualifications: • Demonstrated commitment to Youth and Community projects; • Excellent written and verbal communication skills; • Good organizational skills, attention to detail, professional demeanor and the ability to juggle several tasks while meeting deadlines; • Experience or interest in non-profits an advantage;