

## **Carver has an immediate need for a full-time (37.5 hours/week) Administrative Assistant to Programs**

**About us:** Port Chester Carver Center helps our community thrive through programs that nourish, educate, and empower. Founded in 1943, Carver Center moved in 2000 to our current location—a 50,000 square foot building that features classrooms, multi-use rooms, a 25- yard heated indoor pool, saunas, a full-court gymnasium, movement studio, a fully equipped kitchen, tech lab, food market, and a STEAM makerspace. Carver Center's services address food insecurity; childcare; out-of-schooltime enrichment; youth development; citizenship and English language conversation classes; aquatics and more.

**Position Overview:** The Administrative Assistant provides essential administrative support, data, and HR onboarding support to the Workforce Innovation and Opportunity Act (WIOA), Youth Employment Program (YEP), and Summer Youth Employment Program (SYEP) and the broader administrative duties to the Programs & Services team. Reporting to the Chief Program Officer and Senior Director of Programs, this role supports daily program operations, documentation, data entry, compliance, scheduling and communication between program staff, HR, finance and participants. The Administrative Assistant ensures efficient processes that help maintain program quality, compliance, and participant success.

### Position Specific Duties/Responsibilities:

#### **Program Administration & Support**

- Provide administrative and operational support to the Chief Program Officer and Senior Director of Programs, including scheduling, correspondence, and meeting coordination.
- Support day-to-day operations various programs to ensure smooth workflow and timely completion of deliverables.
- Organize and maintain program records, case files, and participant documentation in compliance with WDAY program and funder requirements.
- Assist with intake, enrollment, and eligibility verification for program participants.
- Track participant attendance, milestones, and progress using data management systems (e.g., OSOS, Apricot360, Link2Feed).

#### **Data Management & Reporting**

- Enter and maintain accurate data in program databases and spreadsheets.
- Assist with compiling and preparing monthly, quarterly, and annual reports for internal and external stakeholders.
- Format and prepare data for dashboards, presentations, and grant reporting.

#### **HR Support & Onboarding**

- Partner with the HR department to streamline onboarding processes for YEP (Youth Employment Program) and SYEP (Summer Youth Employment Program) youth participants, ensuring accurate and timely completion of all required forms and clearances.
- Maintain onboarding files, timesheets, and employment eligibility documentation (e.g., I-9, W-4, work permits).
- Serve as a liaison between the Programs & Services team and HR to improve efficiency, communication, and consistency in onboarding and payroll procedures.
- Provide orientation support for youth participants, assisting with paperwork and introducing program policies and expectations.
- Help track employment documentation and monitor compliance with HR and funder requirements.

## **Communication & Logistics**

- Serve as a point of contact for program inquiries from staff, partners, and participants.
- Support internal communication between departments to ensure timely sharing of updates, documents, and data.
- Assist with logistics for training, orientations, workshops, and community events.

## **Compliance, Data & Reporting**

- Ensure programs comply with WIOA, YEP, and TANF SYEP guidelines, performance benchmarks, and reporting requirements.
- Collect and maintain accurate participant records, case notes, attendance, and outcome data.
- Enter data into state and organizational workforce reporting systems in a timely manner.
- Participate in program monitoring, audits, and evaluations to demonstrate accountability and impact.
- At the request of the Senior Director of Programs and/or Chief Program Officer, generate reports and/or Assist expenses around Grant claims, as required.
- Perform other duties as assigned.

## **Operational & General Support**

- Maintain office and program supplies, ensuring readiness for daily operations.
- Support staff timesheet tracking, invoices, and administrative processes.
- Assist in coordinating special projects and cross-departmental initiatives.
- Support with administrative, clerical and tasks, supporting copying, travel arrangements, hotel reservations, expenses.
- On special circumstances, will provide support to the Welcome Center (front desk) when needed.
- Perform other duties as assigned.

## **Position Qualifications:**

- HS Diploma with 4 + years of administrative/office experience, Associate's / Bachelor's degree preferred
- At least 2 years of experience working with vulnerable populations; human resources experience strongly preferred.
- Strong organizational & interpersonal skills; ability to build rapport with people.
- Proficiency in Microsoft Office Suite and case management databases (Bonterra – Apricot 360, Link2Feed and OSOS – One Stop Operating System, experience a plus).
- Ability to communicate clearly and effectively, verbally and in writing.
- Flexibility, with the ability to adapt to changing circumstances.
- Bilingual (English/Spanish), required
- Valid NY Driver's License - must be able to travel within Westchester County for outreach, partner meetings, and participant support.

## **Schedule:**

- Monday – Friday 9:00am – 5:00pm
- Some evenings and weekends may be required with advance notice.

The Carver Center is an equal opportunity employer. All aspects of employment, including the decision to hire, promote, discipline, or discharge, are based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Carver Center employment policy requires the completion of a full background check prior to hiring.

**Pay Rate:** \$20-\$24/hour (37.5 hours per week), commensurate with experience.

**How to Apply:** Email résumé, optional cover letter to Daniel Bonnet, **[DBonnet@CarverCenter.org](mailto:DBonnet@CarverCenter.org)**

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