



**JOB DESCRIPTION**  
**Office Administrator**  
**Location: New York, NY**

New York Common Pantry is one of the city's largest food pantries, providing food assistance, case management services, senior food provision, nutrition education and hygiene services. We are a dynamic, mission driven organization, experiencing rapid growth and expansion at this time.

New York Common Pantry (NYCP) is a poverty-fighting organization that reduces hunger and promotes dignity, health, and self-sufficiency by using a holistic approach to reach over 60,000 distinct people--over 500,000 guests each year. Last year, we served almost 8 million meals. Through an array of programs that we offer, we look to establish long-term stability for those we serve.

This is an exciting opportunity to join a mission driven organization and help confront one of the major problems in NYC. New York Common Pantry operates a Mobile senior feeding program called Nourish and seeks an Office Administrator for this fast-paced program. This program provides food and nutrition services to low-income seniors, 60 years of age and older.

The Office Administrator position will be based on NYCP's Bronx office and report directly to the Nourish Intake Manager. A strong emphasis is placed on interfacing with program participants and assisting with data processing. This position is a full-time, non-exempt position, 35 hours/week. The hours are 9 am – 5 pm Monday, Tuesday, Thursday, and Friday, and 8 am – 4 pm on Wednesdays.

The Office Administrator is responsible for the daily function and coordination of Nourish office/administrative systems, reception of visitors and program participants, and supporting the administrative needs of the Nourish staff.

**Responsibilities:**

- Conduct reception of visitors and program participants.
- Coordinate facility requests and purchase orders.
- Complete, track, and check requests for the program.
- Create/edit documents for Management as needed and maintain the filing system.
- Assist the Nourish Intake Manager with specific office duties, special projects, including generating and keeping reports.
- Enter client data into agency-authorized databases and ensure accuracy of transferred information.
- Receive all incoming packages and prepare to mail for shipping.
- Manage and troubleshoot all administrative equipment (i.e., copiers).
- Place service calls for administrative equipment with vendors and I.T. consultants as needed.
- Order office and program supplies as needed.
- Schedule meetings, return calls, and/or email as requested.
- Support Intake Associates with program-related tasks.
- Pack food bags and organize commodities in the food pantry.

- Task delegation, maintenance of attendance records, and direct supervision of volunteers, student interns, and temporary employees.
- Must be able to lift 30 pounds.
- Other responsibilities as assigned.

**Qualifications:**

- Bilingual required (English/Spanish).
- Associate's degree is required; Bachelor's Degree is preferred.
- Commit to helping the communities in need and NYCP's work and mission.
- Interest in Social Services and Human Services in the nonprofit sector is strongly recommended.
- Strong analytical skills with the ability to collect, organize and process significant amounts of information with attention to detail and accuracy.
- Proficiency in Microsoft Suite (Word, Excel, PowerPoint).
- Knowledge and experience with databases are preferred but not required.
- Strong clerical, organizational, oral, and written communication skills.
- Ability to multitask.
- Comfortable working with diverse populations.
- Possess cultural awareness and sensitivity; flexible, proactive and demonstrate a solid work ethic.
- Team player and ability to build rapport with colleagues and eagerness to be helpful to others.

*This is not an exhaustive list of all responsibilities, duties, skills, efforts or requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. This description does not constitute a contract of employment and NYCP may exercise its employment-at-will rights at any time.*

Please note that NYCP requires all employees to be fully vaccinated against COVID-19 as a condition of employment. Accordingly, successful candidates must be fully vaccinated against COVID-19 and submit proof of vaccination prior to the commencement of employment, unless they qualify for a reasonable accommodation for bona fide medical or religious reasons. This ensures that NYCP's employees and participants are protected and the organization can safely operate.

**To Apply:**

Please submit your resume and cover letter to: [jobs@nycommonpantry.org](mailto:jobs@nycommonpantry.org)

If you'd like to apply via mail, please submit your application to the address below:

Human Resources Department  
 New York Common Pantry  
 8 East 109th Street  
 New York, NY 10029

New York Common Pantry is an Equal Opportunity Employer and is committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual orientation, pregnancy, marital status, age, veteran status, medical condition or disability, genetic information, gender identity, or any other protected status under federal, state, or local law.

**Pay:** \$19.00/hour

**Benefits:**

- Paid time off, including Vacation, Personal, and Sick
- Paid Holidays
- Medical, Dental, and Vision benefits
- 403(b) Retirement Account
- Pre-tax Transit benefits
- Health Savings Account
- Life Insurance