



Position Title: **Office Assistant**
Location: **New Brunswick**
Reports to: **Manager of Administration & Human Resources**
FLSA: **Part Time – Non-Exempt**

Prevent Child Abuse - New Jersey (PCA-NJ) is the statewide leader in the prevention of child abuse and neglect and the promotion of healthy childhoods for all of New Jersey's children. The organization was incorporated in 1979 as the New Jersey chapter of Prevent Child Abuse America, the 9th Chapter to be established among a national network. Today, we exist as one of the largest chapters across the country and have become a recognized leader for prevention work in New Jersey.

PCA-NJ's expertise lies in developing primary and secondary prevention programs including public awareness campaigns, parenting education programs, workshops and professional training, home visitation services, initiatives that promote parental involvement in a child's education, and projects that support highly vulnerable families. Our prevention programs meet the specific needs of families to ensure that they are capable of nurturing, developing, and sustaining healthy children.

JOB SUMMARY:

The Office Assistant provides support to ensure the office functions efficiently and the environment is always welcoming for staff and visitors. The individual in this role will manage a diverse set of administrative and operational support services in a fast-paced environment with attention to detail and limited supervision. Responsibilities include managing a set of administrative tasks for the agency such as coordinating support with other staff and human resources, handling a variety of projects for programs, event & meeting coordination, phone coverage, interfacing with visitors & vendors, handling of confidential information and other special projects as assigned.

This is an in-person position with presence at our main office required.

MAJOR RESPONSIBILITIES:

- Provide both complex and routine administrative support to all agency programs/departments including project work, data base management, and program materials.
- Provide support for meeting and training arrangements both on/off-site and virtually (coordinate participant information, collateral materials, schedule, registration, set-up, mailings, etc.).
- Maintain materials and resources for the agency (calendar, supplies, office equipment, computers, cell phones, etc.).
- Maintain the general office condition and arrange for necessary services or repairs when needed.
- Greet visitors, screen calls, handle routine inquiries, and collect and distribute all incoming mail, deliveries, and courier items.
- Assists with planning and execution of special events such as organization-wide meetings, agency events, benefits enrollment, holiday parties, and other celebrations.
- Identify and help implement procedural changes to improve agency efficiencies.

- Partner with the Manager of Administration and Director of Human Resources to assist in various HR related activities.
- Organize and maintain personnel files and employee information and respond to requests.
- Fulfill other duties as assigned.

SKILLS & KNOWLEDGE REQUIRED:

- Associates degree in business, human resources, or related field; BA/BS degree a plus.
- 2+ years of administrative experience in a fast-paced, small business environment.
- Prior experience with non-profit organizations a plus.
- Proven self-starter who takes initiative, is a team player, and works well independently.
- Ability to multi-task and manage competing priorities.
- Attention to detail, ensuring tasks are completed thoroughly and correctly.
- Proven organizational, interpersonal, communication, and follow-up skills.
- Tech savvy and proficient in Microsoft office products, with experience or ability to quickly learn human resource information systems (HRIS), and similar computer applications.
- Experience coordinating IT and AV services and support.
- Experience handling confidential information with demonstrated discretion.
- Intellectually inquisitive, with ability to creatively problem solve.
- Desire to learn new skills and grow professionally.
- Commitment to diversity, equity, and inclusion.
- Highly organized, motivated, reliable, and flexible.
- Ability to lift and carry objects such as files or office supplies, usually not exceeding 25 pounds.
- Bi-lingual Spanish speaking a plus, but not required.

TO APPLY:

Please submit your resume and cover letter to resume@preventchildabusenj.org.

Be sure to include “Office Assistant” and your last name in the subject line.

Prevent Child Abuse New Jersey is committed to inclusive hiring and dedicated to diversity in its work and workplace culture. We provide equal opportunity and protection from discrimination for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, marital status, military or veteran status, disability, age, religion or any other classification protected by law; and we strongly encourage candidates of all identities, experiences, orientations and communities to apply.