



Position Release 08/2017

Program Position	Office Support Staff
Status	Part time (10-15 hours/week avg)
Deadline	As Soon As Possible

Onondaga Earth Corps

The Onondaga Earth Corps (OEC) is a locally based youth development and employment program focusing on community and environmental stewardship in Syracuse, NY. OEC is seeking an office support staff to assist the Executive Director and program staff with day-to-day administrative tasks.

Office Support Staff Responsibilities:

Support organization operations by assisting with office tasks

Office Support Staff Job Duties:

- Collect payroll information, verify and input into project database
- Enter bookkeeping entries in to QuickBooks
- Answer telephone, take messages and delegate call backs to appropriate staff
- Perform data entry for program participants and program outcomes
- Work with program coordinators to update schedules and provide program participants with schedule and other relevant documentation
- Use templates to prepare letters for crewmembers
- Make copies of program materials
- Scan documents for record retention
- Set up office or classroom for various program functions
- Make purchases as necessary
- Schedule appointments and meetings for Executive Director and Program Coordinators as necessary
- Make phone calls to program applicants to schedule interviews, invite to events, or remind about various program functions
- Mailing program materials
- Typing letters
- Event planning support
- Board meeting preparation, note taking, etc.
- Other tasks as time permits

Skills and Qualifications:

- Proficiency or ability to quickly adapt to: Microsoft Office Suite, Google Suite of applications, database software
- Proficiency or ability to quickly adapt to: copy machines, scanners, conducting mail merges, etc.
- High level of communication skill and teamwork with staff and participants of diverse backgrounds and skill sets.
- Sense of humor, spirit of adventure and desire to make a positive difference in our community.

To Apply

Please submit a resume, a cover letter, and a completed Application to: onondagaeearthcorps@gmail.com or mail to: Onondaga Earth Corps, 100 New St. Rm 239, Syracuse, NY 13202

Download application at www.onondagaeearthcorps.org/jobs