

Job Title: Office Coordinator

Reports To: Program Director, Thorpe Family Residence

Location: Thorpe Family Residence, Bronx, NY

Hours: Monday - Friday, 9:00 am - 5:00 pm

Our Mission:

Nazareth Housing is a community-based organization committed to the promotion of housing stability and economic mobility among vulnerable families and individuals of New York City, through the provision of homelessness prevention services, emergency family shelter, supportive housing, and immediate needs assistance.

About the Role:

Nazareth Housing's Thorpe Family Residence has provided critical housing, advocacy, and shelter services for over forty years. A growing and dynamic organization, we seek candidates who are energetic, focused, compassionate, have a strong work ethic, and who are invested in helping people change their lives for the better. The shelter site is located in the Belmont area of the Bronx. The Office Coordinator ensures the effective functioning of the day-to-day operations of the office.

Key Responsibilities:

Office and Administrative Support:

- Organize and manage the overall operations of the office
- Manage phone communication and refer calls to the appropriate staff member
- Respond to resident requests and refer to appropriate staff
- Order supplies and manage inventory control for shelter unit furniture and food supplies.
- Manage servicing and repair of office equipment (copiers, telephone system, security system)
- Assist with basic financial tasks such as processing invoices, tracking office expenses, and managing petty cash.
- Maintain the critical file and records to meet the Department of Homeless Services and Office of Temporary and Disability Assistance contract requirements
- Assist with preparing and updating city/state documents
- Other tasks as assigned by management

Facilities Management:

- Coordinate building-wide fire safety - schedule fire drills and keep logs
- Coordinate, schedule, and monitor all building maintenance contracts and repair requirements
- Document monthly inspections of smoke and carbon monoxide alarms

- Schedule annual inspections of boiler and fire extinguishers.

Qualifications:

- Proven experience as an office coordinator or similar administrative role, preferably in a nonprofit or small business environment.
- Strong organizational and multitasking skills, with the ability to prioritize tasks independently.
- Excellent communication and interpersonal skills, with a friendly and professional demeanor.
- Proficiency in Google Suite
- Ability to handle confidential information with discretion.
- A proactive approach to problem-solving and continuous improvement
- Empathetic and non-judgmental approach to supporting individuals experiencing homelessness.
- Fluency in multiple languages (especially Spanish) is a plus

Salary: \$42,000 to \$45,000

Benefits: Generous benefits include:

- Paid vacation, personal days, and sick leave
- Health insurance commences upon employment
- 401k plan
- Flexible savings account
- Employee wellness initiatives

How To Apply:

Please submit your cover letter and resume to jobs@nazarethhousingnyc.org

Nazareth Housing is committed to building a diverse and inclusive community. We support a broadly diverse team who will contribute to our organization. We are an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.