

**Job Title:** Office Administrator/Receptionist

**Reports To:** Program Director

**Location:** 671 Tinton Avenue, Bronx, NY

**Hours:** 35 Hours per week:

- Monday - Friday 9:00 am - 5:00 pm; one Saturday a month

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

**Organizational Overview:**

*Nazareth Housing is a nonprofit organization dedicated to promoting housing stability and economic mobility among vulnerable families and individuals in New York City. Since 1983, we have empowered clients to build pathways out of poverty and prevent homelessness through services such as emergency family shelter, supportive housing, homelessness prevention, and immediate needs assistance.*

**Position Summary:**

The Office Administrator/Receptionist serves as the primary point of contact for residents, visitors, and staff, handling phone calls, mail, appointments, and visitor access. The role supports daily office operations through data entry, filing, supply tracking, and administrative support to program and staff, maintains accurate records, ensures confidentiality, and assists with coordination of meetings and document filing in a supportive housing setting.

We seek candidates who are energetic, focused, compassionate, have a strong work ethic, and who are invested in helping people to remain stably housed. This role 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
- Act as public-facing receptionist for Nazareth Housing's office in the building
- Manage phone communication and refer calls to the appropriate staff members
- Refer residents to appropriate staff regarding inquiries
- Order supplies for office
- Manage office calendar(s)
- Assist in coordinating tenant wide meetings, special events and activities
- Manage servicing and repair of office equipment (copiers, telephone system, security system)
- Other tasks as assigned by management

**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
- Excellent communication and interpersonal skills, with a friendly and professional demeanor
- Computer literacy (Google Suite, Canva, AWARD\$ a bonus but not required)
- Ability to handle confidential information with discretion
- Fluency in multiple languages (especially Spanish) is a plus

**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](mailto:jobs@nazarethhousingnyc.org) with the subject line “Office Administrator/Receptionist Application – [Your Name].”

*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.*