

Recruiting for the Position of Administrative Coordinator

The New York Public Welfare Association (NYPWA) is a professional membership organization representing all fifty-eight local departments of social services departments throughout the state whose responsibilities include the provision of services for individuals and families. Our members are charged with meeting the needs of the most vulnerable population throughout the State of New York by providing access to public assistance, Medicaid, Supplemental Nutrition Assistance Program, Home Energy Assistance Program, child welfare and adult protective services. Our role is to support local district operations with advocacy around the state budget, monitoring statutory and regulatory activity. We are currently recruiting for a candidate to assume the position of Administrative Coordinator within our office.

We primarily operate within a virtual environment except for in person meetings which are held for our membership on a regular and recurring basis. We are looking for a sharp, enthusiastic, computer-savvy individual with strong organizational skills and communication capabilities. The positions duties include responding to phone calls and email communication. Providing requested information to local social services districts as needed or required. Coordinating our monthly membership meetings and planning and staffing our Winter and Summer Conferences. Preparing and disseminating our Membership Directory along with the maintenance and operation of our website.

The successful candidate will have a proven track record demonstrating the ability to be self-directing, capable of preparing and editing written communications along with enhancing and developing our website presence. Associate's degree in human services or related field with a background in customer service and/or computer experience is desired. We offer health insurance as well as a retirement plan. Starting salary is \$45-\$50 K per year depending on experience and background. Interested candidates should forward a cover letter and resume to info@nypwa.org