



February 2017

Location: Hempstead, 11550

Bilingual Administrative Assistant

EAC Network's Stoplift and Anger Management Programs, located in Hempstead, Nassau County are looking for a part time Bilingual (English/Spanish) Administrative Assistant. The position is available immediately, 21 hours weekly, Monday, Wednesday, Friday 9:00AM-5:00PM. All qualified applicants will be afforded equal opportunities without discrimination because of race, creed, color, national origin, sex, age, disability, marital and/or protected veteran status. EAC Network is an EOE.

Candidates are encouraged to view agency Web site at www.eac-network.org

QUALIFICATIONS:

- High School Diploma or GED required.
- Minimum of one year of relevant office experience required.
- Must be proficient in computer applications or other automated systems such as spreadsheets, Microsoft Office applications, calendar, and email and/or database software necessary to perform work assignments.
- Must have pleasant phone manner and interpersonal skills.
- Bilingual capability (English/Spanish) **required**.

RESPONSIBILITIES:

- Answer, screen and direct department telephone calls.
- Handle telephone calls and contacts with Probation department, court, etc. and report to Program Director.
- Assist Director and staff with office work including preparing and maintaining client information, correspondence and reports to referring parties.
- Register STOPLIFT and AMP clients for appropriate class dates.
- Assist Coordinators with scheduling classes and organizing class paperwork for adult and juvenile clients.
- Maintain Program and client files.
- Prepare and submit monthly case statistics.
- Order and maintain inventory for program's office supplies.
- Monitor intern and staff attendance.

HOW TO APPLY:

E-mail resume/cover letter to: employment@eacinc.org