



## Administrative Assistant, Pre-School Summer (6-8 weeks) 2017

Location: New City, NY 10956

Division: Clinic & Education

Status: June 2017 Start Date - Part-Time (30 hours), Non-Exempt, Temporary, Summer 2017

### **Build a brighter future...For those with special needs AND for yourself!**

Since 1947, Jawonio has advanced the independence, well-being and equality for people with disabilities and special needs. We take tremendous pride in making a positive difference in the lives of the individuals and families whom we support and now we're looking for a compassionate and caring person who wants to enrich their own life and the lives of others by working alongside a talented team of professionals in a working environment of personal accountability, mutual respect and most of all a true sense of teamwork.

The **Administrative Assistant, Pre-School**, will provide clerical support to the Division Director of Clinic and Education Services in a preschool setting working with children with disabilities. This is an excellent opportunity to work in a wonderful environment for the summer months. The hours are very flexible (no evenings or weekends). Candidate must have strong interpersonal skills both written and verbal and be able to interact with ease. This position requires you to have previous administrative support experience and be proficient in Microsoft Office Suite (WORD, EXCEL, Outlook, etc.). You must be highly organized and be able to multi-task in a fast-paced environment. Prior experience working in a school setting a plus!

### **Education & Experience:**

- High School/GED required.
- Must have prior administrative support experience.

### **Additional Requirements:**

- Must be cleared and maintain acceptable record under the NYS Justice Center and OCFS mandated criminal background check process.
- Must be clear and maintain an acceptable record under the Medicaid Fraud & Abuse clearance process.

### **How to Apply:**

Please send Resumes to:

Jawonio Inc

Human Resources Department

260 N. Little Tor Road

New City, NY 10956

Or by Fax to (845) 639-3530

Or by E-Mail to [jobs@jawonio.org](mailto:jobs@jawonio.org)



We encourage all qualified applicants to apply.

Jawonio, Inc. does not base employment decisions on an individual's race, color, sex/gender, genetic predisposition, sexual orientation/preference, religion, age, national origin, disability, military or veteran status or any other characteristic protected by federal, state or local law. In addition, Jawonio, Inc. may make reasonable accommodations to enable applicants to participate in the hiring process and employees to perform the essential functions of their job. Please advise us if you need assistance with the application and/or interview processes.

**Please Understand:** Jawonio is a great place to work. We receive hundreds of applicants annually and also appreciate your interest working for Jawonio, Inc. Due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the open positions.

*For a full listing of all open positions at Jawonio, please visit us online at [www.Jawonio.org/careers](http://www.Jawonio.org/careers)*