



MAS Staten Island center (MASSI)

Office Assistant - Summer Internship Volunteer Position

Description

We are looking for an Office Assistant to join our team and support our daily and long-term office procedures. A successful Office Assistant will support the Admin officer in all assigned tasks. Main duties include managing office stock, preparing regular reports (e.g., expenses and office budgets), and organizing company records. This position reports to the MASSI Admin.

Responsibilities

1- Admin Assistant:

- Assist in the development, maintenance, and documentation of administrative processes and policies; organize and maintain documents, and coordinate travel arrangements and insurance.
- Manage the stock of office supplies, place orders, research new deals and suppliers, and maintain accurate inventory records.
- Oversee and manage contracted services provided to the MAS-SI center, ensuring timely and high-quality service delivery.
- Prepare reports and presentations with statistical data, as assigned by the supervisor.
- Manage schedules for appointments, deadlines, in-house and external events, and coordinate logistics and support as needed.
- Conduct daily checks of all systems, equipment, hardware, furniture, etc., and ensure the smooth functioning of the facility and related activities.
- Schedule maintenance as needed, and ensure timely and appropriate repairs.
- Close the center after all programs and events are completed, ensuring that all equipment and facilities are properly secured.
- Assist, as needed, at MAS-SI's events, programs, Ramadan, Friday prayer, and other activities.
- Perform general duties, such as answering phones, fundraising, setting up and cleaning spaces for programs, and other office tasks, as required.

2- Finance Support:

- Assist in preparing and posting receipts, deposits, purchase orders, invoices, refunds, and other standard financial tasks.

- Ensure that financial records, contracts, and supporting documents are properly filed and documented (both electronically and on paper), coordinating authorization as per the organization's operating procedures.
- Follow up with parents, students, individuals, and organizations regarding registration, payments, and the collection of pledges.
- Process recurring and one-time payments for programs and donors, ensuring accuracy and timeliness in accordance with established procedures.

3- Fundraising Support:

- Collaborate with the fundraising team to manage and accurately record donations, ensuring the integrity of the donor database.
- Track sponsors and donors, record new contacts, enter donor information as necessary, process thank-you letters, issue tax receipts, manage mail-outs to donors, and coordinate logistics for fundraising and other events.
- Administer and manage all inbound and outbound mail, including priority post, packages, courier services, emails, and other correspondence, ensuring timely and appropriate handling and distribution.

Requirements and Skills

- Demonstrated work experience in office support roles, such as administrative assistant, administrator, or similar.
- Thorough understanding of office procedures and protocols.
- Proficiency with office management software, including MS Office Suite (especially MS Excel and MS Word).
- Strong organizational skills with a proactive problem-solving approach.
- Excellent written and verbal communication skills with a focus on clarity and professionalism.
- Meticulous attention to detail and accuracy in all tasks.
- A high school diploma, with additional qualifications or training in Office Administration, is considered a plus.
- Completion of the MAS Employee Handbook sign-off is a requirement.

Application Instructions

To apply for the position, interested individuals must submit their interest to si.admin@masnewyork.org with electronic copies of a cover letter, resume, and list of three (3) references with contact information.

Primary Location

MAS Staten Island Center
180 Burgher Avenue, Staten Island, New York 10304

Job Type

Summer Internship (Volunteer Position) - 5 to 10 hours per week

Benefits

50% discount on MAS's programs and events expenses
Letter of Reference and Volunteer Hours Certificates will be provided
Training & Mentoring Opportunities

Organization

MAS NY – Staten Island Center

Employer

Sherif Ahmed, Executive Director
MAS Staten Island Community Center
180 Burgher Avenue
Staten Island, NY10304

SIGNATURE

DATE ACCEPTED

START DATE

MAS Brooklyn/Staten Island is an Equal Employment Opportunity/Affirmative Action Employer