

SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION



NEW YORK, NY

SSAI-REG-0079

Program Assistant

LEVEL III

Senior Service America, Inc. is recruiting for Program Assistant position within the Senior Environmental Employment (SEE) Program that provides support to the United States Environmental Protection Agency (EPA) in New York, NY.

ROLE AND RESPONSIBILITIES:

This position requires administrative support in a variety of operations and program specific functions to the Mission Support Division

- Monitor and maintain the Director Outlook calendars to include, handling meeting logistics, initiates, organizes and/or schedules video/audio conference calls and daily meetings. Including tracking acceptance/declines for any/all calendar entries for staff meetings, connecting VTC/conference lines for meetings
- Setting up meetings for department staff via calendar entries
- Routing signature items to proper staff
- Conference room scheduling
- Performs routine office tasks to include answering phones, photocopying, scanning, shredding and filing.
- Tracking incoming/outgoing documents
- Perform other miscellaneous duties as directed, any other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; HS (GED); 3-5 years in a faced paced environment while being able to multi-task; self-starters with strong communications, customer relations skills and demonstrates ability to work independently as well as, in a team environment. Proficient in Windows Office Suite (MS Word, MS Excel, PowerPoint).

HOURS & COMPENSATION: Full-Time position working 40 hours per week @ \$31,200 per year (\$15.00 per hour), plus benefits including paid health insurance and generous vacation/ sick/holiday leave.

TO APPLY: E-mail resume to: seep_resumesmd@ssa-i.org. Subject Line of email: Please type *Program Assistant*.