COMMUNITY RESOURCE CENTER

Administrative Coordinator

The Community Resource Center (CRC) empowers immigrant and low-income families by providing the resources and advocacy to help them become self-reliant and thriving members of the community.

The Community Resource Center (CRC) is seeking an Administrative Coordinator to support the daily operations of our office and serve as the first point of contact for clients, partners, and community members. This role plays a critical part in maintaining a welcoming, organized, and efficient environment that reflects CRC's commitment to professionalism and community-centered service.

Essential Duties & Responsibilities

Responsibilities include, but are not limited to, the following:

- Serve as the first point of contact for clients, visitors, and partners
- Front Office & Client Reception
- Greet and check in clients in a professional, welcoming, and culturally responsive manner
- Answer and direct incoming phone calls and general inquiries
- Manage appointment scheduling and conference room bookings
- Maintain visitor logs and ensure adherence to building security procedures
- Support client flow during high-volume service days

Office Operations & Facilities Coordination

- Maintain an organized, professional, and welcoming office environment
- Monitor and order office supplies and inventory
- Coordinate mail distribution, scanning, and filing
- Track maintenance issues and liaise with Facilities Manager as needed
- Support setup and breakdown of internal meetings and small events
- Maintain posted compliance notices and office signage

Administrative & Systems Support

- Provide general administrative assistance to staff as needed
- Assist with copying, scanning, and assembling documents
- Prepare meeting rooms and materials for internal meetings
- Maintain organized front desk files and shared administrative documents
- Track incoming and outgoing mail and packages
- Support basic recordkeeping and document organization

Qualifications

- Strong customer service skills and professional demeanor
- Excellent verbal and written communication skills
- Ability to communicate effectively and respectfully with diverse communities
- Bilingual in English and Spanish strongly preferred
- Strong organizational skills and attention to detail
- Ability to multitask and manage competing priorities in a fast-paced environment
- Proficiency in Microsoft Office or Google Workspace
- Ability to handle confidential information with discretion
- Reliable, punctual, and dependable Work Environment
- Full-time, in-person position (Monday–Friday, 9:00 AM–5:00 PM)
- Family-friendly, mission-driven workplace
- Supportive, team-based structure with ongoing mentorship and supervision

Compensation & Benefits: Salary Range: $45,000 – $52,000 annually
Employment Type: Full-Time | Non-Exempt | Benefits Eligible

The CRC offers a comprehensive benefits package, including:

- 100% Employer-Paid Health Coverage (medical and dental)
- Generous paid time off (vacation, sick, holidays)
- Professional development opportunities
- Additional benefits may include professional development opportunities and a supportive, mission-driven work environment
- Retirement Savings Plan: 401(k) with a 3% employer match

To Apply: Email a cover letter and resume to hr@crcny.org with the subject line: Title Application – [Your Name]

Applications will be reviewed on a rolling basis.