Position Title: Office Administrator

About Student Advocacy, Inc. Student Advocacy, Inc. is a nonprofit organization that provides legal representation and counsel on education matters for students in grades Pre-k-12 who attend public schools in Westchester and Putnam Counties, New York. The families who seek our guidance have children who are experiencing barriers to school due to disabilities, mental health, and other complex challenges. Our legal services are provided to over 500 families annually, primarily to those with limited financial resources. The team is comprised of education attorneys and advocates, who work to ensure that students receive the educational services to which they are legally entitled, so they can make meaningful progress in school.

Position Summary: Student Advocacy, Inc. seeks to hire a dedicated, highly organized, and collaborative Office Administrator to support the organization's day-to-day operations, administrative systems, and internal coordination processes. This full-time position maintains efficient workflows and supports staff to advance our organization's mission.

Responsibilities

Operations/Administrative Support

- Serve as the first point of contact ensuring a professional and welcoming environment
- Answer, record and route incoming calls and emails
- Prescreen prospective clients and input information into LegalServer, our secure client management system
- Coordinate scheduling of internal meetings, trainings, and organizational events
- Maintain office supplies and organize mail and package deliveries
- Act as the primary contact for building management, vendors and ensure timely renewal of service agreements
- Coordinate IT hardware and software maintenance
- Prepare and code invoices for credit card reconciliations and reimbursement receipts
- Assist Executive Director and external accounting partner with the annual audit
- Support the preparation and processing of grant applications
- Onboard new employees with office set-up and administrative processes
- Provide additional administrative support, as needed

Legal Team Support

- Provide support to clients including answering questions and processing intakes
- Assist attorneys and advocates with document preparation, filing, correspondence, and client record management, including opening and closing matters
- Conduct client follow-ups regarding case matters, appointments, and documentation
- Archive files of closed client matters into LegalServer

Qualifications:

- Associates degree required; Bachelor's degree preferred
- 3-5 years of administrative office experience, preferably in a nonprofit
- Bilingual, Spanish/English, a plus
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to multi-task, work collaboratively, and move projects to completion
- High level of discretion and sound judgement when handling confidential information
- Proficiency in Microsoft Office 365, Google Suite, Zoom, Teams, and client management systems with interest in learning new software and tools as needed
- Commitment to Student Advocacy's mission and values

How to Apply: Applicants must respond with a cover letter and resume. Please include *Office Administrator* in the subject line. The cover letter should include the candidate's interest in and connection to the work. Please submit materials to: drosenthal@studentadvocacy.net. Only responses with cover letters will be reviewed. This position is available immediately, and completed applications will be considered on a rolling basis.

Compensation and Benefits: This is a full-time non-exempt position, with a salary range of $50,000 - $55, 000 annually, commensurate with experience. This position is on-site. Student Advocacy, Inc.'s current compensation package includes 20 vacation days, 12 paid holidays, sick and personal time, a 403(b) plan and professional development opportunities.

Student Advocacy, Inc. encourages applications from all qualified individuals and does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, gender, gender identity or expression, sexual orientation, marital or familial status, veteran status, disability, AIDS/HIV status, medical condition, or any other characteristic protected by federal, state, or local law.