



Position title: **Assistant to the COO**

Reports to: Chief Operating Officer

Full-time non-exempt, excellent benefits, work/life balance

Candidate must be self-motivated, highly organized and detail-oriented, and have the ability to multi-task in a fast-paced, changing environment. This position requires the ability to effectively communicate ensuring that all duties are completed accurately and delivered with high quality and in a timely manner. The ideal candidate takes initiative and is able to complete multiple projects independently and anticipate the needs of others.

Duties:

- Provide administrative support to the COO, including finance, legal, grants management, human resources, IT, property and general operations assistance.
- Manage and maintain confidential and sensitive information, including company records, contracts and financial data.
- General bookkeeping in QuickBooks including entering bills, bank reconciliation, and running reports.
- Assist with grants management including report deadlines, submission and tracking.
- Work closely with property manager to assist with general operations.
- Manage property files including leases and income certifications for housing program clients.
- Assist with recruiting, onboarding, training, employee engagement and professional development.
- Other duties as assigned.

Requirements:

- Bachelor's degree in business administration or a related field or associates degree with equivalent experience.
- Three to five years of experience in business administration and HR preferred.
- Computer skills a must; expert in Microsoft Office, especially Word and Excel.
- Strong knowledge of QuickBooks and Salesforce a plus.
- Exceptional verbal and written communication skills.
- Excellent organizational and time management skills and the ability to prioritize work.
- Ability to handle confidential and sensitive information with discretion and professionalism.
- Background check required for employment.

Salary range: \$46,592-\$55,120 annually, salary commensurate with experience.

Benefits package: Available the first of the month following date of hire and include health and fully paid dental, life insurance, short-term and long-term disability insurance. Eligibility for our 403b retirement plan is available to full-time employees upon hire. Generous time off benefits include holidays, vacation and personal time.

Application deadline: Open until filled. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

Email resume and cover letter to Jill Mattson at: jmattson@gerardplace.org

or mail to: Gerard Place, Attn: Jill Mattson, 2515 Bailey Avenue, Buffalo, NY 14215

No phone calls please.

Gerard Place is an Equal Opportunity Employer (EOE).