



JOB DESCRIPTION

Evening Receptionist & Administrative Assistant

ABOUT RED HOOK INITIATIVE (RHI)

[Red Hook Initiative](#) (RHI) is a community-based nonprofit working to improve the lives of the more than 6,500 residents of Red Hook Houses, Brooklyn's largest public housing complex. RHI believes that the social change to overcome systemic inequities begins with empowered youth, and that change in communities should come from within. In partnership with community adults, we nurture young people in Red Hook to be inspired, resilient, and healthy, and to envision themselves as co-creators of their lives, community, and society.

Youth development, community building, and community hiring are at the core of RHI's approach to strengthen Red Hook's future. Our model gives young people and residents the tools, resources, and opportunities they need to interrupt the systems and barriers that perpetuate historic inequities for the community. Residents lead the way toward a more equitable, hopeful future.

RHI's programs include:

- **Youth Development:** RHI engages over 450 adolescents each year, from middle school through young adulthood, endeavoring to interrupt cycles of injustice and to build hope.
- **Building Community:** Working with Red Hook youth and adults to organize, exercise leadership to drive positive change for the community, and increase social cohesion to build a more resilient neighborhood.
- **Investing in Residents:** RHI hires locally and invests in residents who will improve their lives and the community in which they live. More than \$1.5M was earned in the last year by people from Red Hook.
- **Red Hook Farms:** A youth-centered urban agriculture and food justice program operating one of Brooklyn's original and largest farms. Red Hook Farms cultivates affordable, fresh produce and provides STEM and nutrition education, leadership development, and employment opportunities for local youth and residents.

Over our 20-year history, RHI's model and dedicated team have been nationally recognized for its innovative, place-based approach to social change.

Learn more about our mission, programs, and impact:

[RHI's 2021 Impact Report](#) further highlights our work with neighborhood allies to bring Covid-19 resources into the Red Hook community through a recovery plan that is rooted in healing and aims to improve outcomes across health, education, economic mobility, and food access.

THE OPPORTUNITY

RHI is seeking a receptionist & administrative assistant to answer phones and welcome all employees and guests to RHI. This person is the first point of contact for visitors to the center and supports them with inquiries. The receptionist/administrative assistant supports the full RHI staff, and especially the operations team, in the daily functions of the office and has additional responsibilities at the discretion of the office manager and the executive director. This person will also support the executive director and select members of the leadership team with calendar management and scheduling.

KEY RESPONSIBILITIES

- Greet clientele in person or on the telephone and relay messages and requests to appropriate staff members. Close the building at the end of evening programs.
- Support with COVID-19 safety protocols and screening form for all guests and staff in the



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building and manage registration/sign-in of all visitors. Safety protocols could include temperature checks and verification of vaccination status.

- Oversee all RHI shipping and receiving via USPS, UPS and/or FedEx
- Assist Office Manager with general office supply inventory. Survey supply inventories weekly and place order in Amazon cart when supplies need replenishing
- Assist the Development team with administrative projects, such as printing name tags for events or executing mass mailings
- Maintain an orderly front office environment
- Support Office Manager as needed with managing the facility and liaising with staff to update it as needed; working closely with program directors to ensure its accuracy
- Make admin purchases such as food orders and car services; working closely with the Finance team to ensure that all receipts are collected and logged correctly
- Basic research of people, places, or projects as relates to senior leadership priorities
- Support Office Manager with various special projects

CANDIDATE PROFILE

The Evening Receptionist & Administrative Assistant should possess the following, skills, and personal attributes:

- Outgoing personality and willingness to interact with a wide variety of people
- Excellent organizational skills: demonstrated ability to follow tasks through to completion, over time
- Capable of working on multiple tasks at one time, and demonstrated ability to make sound decisions in rapidly changing and complex environments
- Ability to keep accurate records
- Attention to detail and a conscientious attitude
- Professional, mature demeanor
- Patience

Experience + Education

- High School diploma or GED
- 1-2 years previous administrative work, customer service or related experience
- Red Hook resident and/or familiarity with Red Hook and commitment to RHI Mission
- Bilingual (English/Spanish) preferred
- Experience with Google Suite

COMMITMENT TO DEI + EQUAL EMPLOYMENT OPPORTUNITY

RHI actively engages individuals from all backgrounds and is committed to embracing diversity across all areas and aspects of the organization. We firmly believe that an atmosphere of civility and mutual respect towards individual differences and embracing an inclusive and equitable environment is indispensable to building a successful organization, contributing to a positive and meaningful employment experience for staff, and advancing the best possible outcomes for the clients served by RHI's programs. We are also committed to community hiring and supporting the job prospects of Red Hook residents.

As an equal opportunity employer, RHI is committed to providing employment opportunities to all qualified individuals and does not discriminate against any employee or applicant on the basis of race, color, national origin, religion, sex, sexual orientation, gender, gender identity and expression, disability, age, marital status, military status, veteran status, pregnancy, parental status, genetic information, or any other characteristic or basis prohibited by applicable law.

TO APPLY Please email a cover letter, resume and salary requirements to: apply@rhicenter.org with 'Evening Receptionist & Administrative Assistant' in the subject line.