



50 East 168th Street, Bronx, New York 10452

www.WHEDco.org

Title: HBC Clerical Support
Location: 1309 Louis Nine Blvd, Bronx NY 10452
Reports to: Program Coordinator

The Women's Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco's mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Job Summary:

HBC Clerical Support staff are responsible for providing general clerical assistance and support to HBC Enrollment Program Coordinators, which includes a variety of clerical and support functions such as handling and preparing mail, monitoring and responding to voicemail, maintaining client files, copying, scanning and organizing.

Primary Responsibilities:

- Filing and file maintenance of enrollment applications received
- Addressing and mailing termination notices
- Retrieving voicemail and returning calls as needed
- Photocopying and updating enrollment forms and welcome packets
- Scanning and indexing of provider files in Docstar
- Organizing and moving file boxes to storage
- Other support tasks as assigned by supervisor

Qualifications:

- High school diploma or equivalent required; AA in business related field preferred
- Bilingual English/Spanish preferred
- At least two years of Clerical Experience required
- Familiarity with Microsoft Office suite

- Ability to multi-task and work with minimal supervision required
- Must be flexible and willing to take on diverse tasks to help out when needed
- Must be able to lift and move boxes weighing up to 35 pounds

Excellent benefits and competitive salary based on experience.

To respond, send a cover letter and resume to one of the following:

Email: HBCEnrollment@whedco.org

Mail: WHEDco, 1309 Louis Nine Blvd Bronx NY 10459

Attn: HBC Enrollment Program Coordinator