



50 East 168th Street, Bronx, New York 10452
www.WHEDco.org

Title: Part-Time Administrative Assistant
Location: Bronx CookSpace, 50 East 168th Street, Bronx NY 10452
Reports to: Kitchen Manager

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.

Position Summary: WHEDco seeks a part-time **Administrative Assistant** to join its **Bronx CookSpace** incubator kitchen. Bronx CookSpace provides flexible, affordable commercial kitchen space and helps entrepreneurs start and grow successful food businesses.

Background and Responsibilities:

The Administrative Assistant will support Bronx CookSpace staff in providing quality customer service to our clients. S/he will manage many of the day-to-day systems and tasks that keep the kitchen operating efficiently, including client intake, billing, scheduling and office management.

Primary responsibilities include:

- Promptly and accurately answer phone and online inquiries with a focus on client service.
- Process client applications, schedule kitchen tours for interested clients, and maintain waiting list for potential clients.
- Effectively maintain kitchen rental schedule.
- Send invoices to clients in a timely manner and process payments; follow up regarding unpaid invoices.
- Maintain complete and organized client and administrative files.
- Complete data entry.
- Order kitchen supplies as needed.
- With Kitchen Manager, monitor kitchen equipment condition, coordinate maintenance and repair, and effectively manage relationships with service vendors.

Qualifications:

- High School Diploma, Equivalency or GED required.

- At least two years' experience in administration, office management or customer service; commercial kitchen and/or business incubator experience desired.
- Must be organized, work efficiently and able to perform tasks with minimal oversight and supervision.
- Proficient in MS Office and Quickbooks. Experience with database entry and management preferred.
- Excellent inter-personal skills required; comfortable interacting with the public in person, on the phone and via email.
- Strong customer-service focus and sensibility.
- Collaborative team player with a sense of humor and good judgment.
- Proficiency in Spanish preferred. African languages a plus.

Excellent benefits and competitive salary based on experience. **This position is part-time, for a maximum of 21 hours per week. Flexible schedule available.**

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

Email: Cookspace@whedco.org

Mail: WHEDco, 50 East 168th Street, Bronx, NY 10452 Attn: Bronx CookSpace