



Part-time Administrative Assistant/Clerical Secretary

BCAT is seeking a part-time secretarial/administrative assistant in the Adult Workforce Program Unit reporting directly to the Director of the Adult Workforce Program. Previous experience required. Hours will be mutually agreed upon between candidate and supervisor with a maximum of 15- 20 hours per week.

Interested candidates should send a resume and cover letter to eeisenhauer@bufcat.org.

Duties and Responsibilities:

- Schedule appointments, make & respond to phone calls, direct caller to appropriate staffperson, provide information to callers
- Manage Microsoft Excel database/spreadsheet, gathering statistical data to prepare reports as needed (e.g., graphic representations)
- Prepare business letters, summaries, and reports
- Read and route incoming email; locate and attach appropriate files to correspondence to be answered; and prepare outgoing email.
- Prepare, compose, transcribe, and types notes from routine correspondence, reports, bulletins, memorandums, voice recordings, and other materials
- Support Development office with data required to complete grant applications and final reports.
- Works with supervisor to prepare narrative when communicating externally with students or those in the community
- Compile and file student grade and attendance reports and other school records or correspondence and maintains master files.
- Conduct prescreening with potential new students; interview individuals to obtain data needed to complete application
- Other duties as assigned

Minimum Qualifications:

- Associate degree from an accredited college with a focus on administrative, clerical, secretarial support
- 1-3 years clerical/secretarial experience in an office setting providing assistance in a fast-paced environment.
- Adept at Microsoft Office using Word, Excel, and Powerpoint
- Organizational skills and strong attention to details a must
- Ability to manage time, productive, proactive and efficient
- Able to conduct work independently, follow written and verbal instructions and meet deadlines
- Email Management skills (incoming/outgoing/attachment of messages)

Shared Values and Expectations:

- Serve as an ambassador of BCAT, demonstrating our mission and values positively and professionally and acting as a role model for our high school youth and adult students
- Demonstrate a passion for serving underserved communities
- Show a strong commitment to building a community and culture whose values are to “respect, listen, embrace, shape learn, influence.”
- Demonstrate professionalism, shared responsibility, and accountability at all times
- Communicate effectively, analyze, and solve problems, and think strategically
- Respond to students and colleagues in a timely and appropriate manner

- Maintain a high standard of ethics, integrity, and confidentiality

Background:

Buffalo Center for Arts and Technology (BCAT) is a not-for-profit whose mission is to provide opportunities for careers through the arts and technology for youth and workforce development for adults. BCAT offers opportunities and resources for a diverse population where we support youth and adult learners in an equity-focused learning environment. Our learners are valued and respected for their authenticity. We capitalize on their strengths and prepare our learners for living healthy, creative, inspired, and productive lives in our community.

BCAT is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. BCAT seeks to recruit, develop and retain the most talented people from a diverse candidate pool.