

## Executive Administrative Assistant

### Organization Summary:

Hands Across Long Island, Inc. (HALI) is a non-profit, peer-run mental health agency providing advocacy and support to people experiencing trauma, mental health, and co-occurring life challenges. HALI provides a collaborative, flexible, and supportive work environment, along with a competitive benefits package.

### Position Summary:

We are seeking a detail-oriented, proactive Executive Administrative Assistant to support our executive team and keep our office running smoothly. This role provides an opportunity to be involved at a strategic level in a well-respected organization that greatly values its community and its employees. This position reports to the Chief Executive Officer.

### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

### Job Responsibilities:

- Support CEO with scheduling and communications.
- Create and maintain filing systems.
- Research and compile information.
- Maintain records, processes, and procedures for agency purchases.
- Act as primary contact with information technology vendor.
- Provide backup for Reception as needed; ex: answering telephone calls.
- Other administrative support tasks as assigned.

### Skills, Experience, and Personal Attributes:

- Two years' of office experience preferred
- Associate degree or equivalent work experience
- Strong organizational and time management skills
- Excellent verbal and written communication skills
- Ability to maintain confidentiality
- Familiarity with standard office procedures and equipment
- Excellent interpersonal skills; compassion and respect for people who experience mental health challenges
- Ability to work pro-actively and independently, and as a team when needed
- Computer skills: proficient with Microsoft Office (primarily Outlook and Word, some PowerPoint and Excel)

### Other:

- Background check required for all HALI employees.
- Full time: 7-hour shift (Monday-Friday 8:30AM-4:00PM with some flexibility)

### To apply, send resume and cover letter to:

Em Wasserman-Vaianella, NYCPS ([They/Them/Theirs](#))  
Wellness Program Coordinator, Hands Across Long Island Inc (HALI)  
159 Brightside Ave, Central Islip, NY 11722  
631-234-1925 ext. 105 | Cell: 631-433-3210

Hands Across Long Island is an equal opportunity employer, where employment is based upon personal capabilities and qualifications, in compliance with all applicable federal, state, and local fair employment practices laws.