

[NYAPRS Enews] NYAPRS Seeks Administrative Coordinator

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on behalf of

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NYAPRS Seeks Administrative Coordinator

New York Association of Rehabilitative Services (NYAPRS), a state and national leader in mental health advocacy, training and technical assistance and peer service innovations in support of people with mental health, addiction and trauma-related challenges is seeking to hire an Administrative Coordinator to ensure that all agency communications, scheduling, event, board and staff support, and member services are delivered in an exemplary and timely manner.

The Administrative Coordinator will participate in the development and be responsible for the implementation of identified agency priorities in a timely manner. They will be proficient in the use of new technology, virtual meeting platforms and scheduling systems.

Based in Albany, the Administrative Coordinator duties will include:

- Agency scheduling and workflow and management team support
- Coordinating all logistics and details for agency meetings and ensuring appropriate follow-up.
- Drafting, editing and delivery of agency communications and reports across all formats
- Oversight of the agency's website
- Ensuring prompt response to calls and correspondence and the timely exchange of information with staff, board members, and external partners.
- Coordination of travel and meeting related arrangements
- Providing support to the board and several board committees, including scheduling and supporting meetings, compiling and distribute of materials and meeting minutes
- Maintenance of agency records and supplies
- Strengthening and broadening the NYAPRS brand identity
- Attracting and retaining members and key strategic partners
- Collecting, inputting, and maintain comprehensive and accurate data into our CRM data base system.
- Directing services of outside vendors and volunteers

Requirements:

- Proven ability in working with Gmail, Google Docs, Zoom, social media, Email Calendar Management, EveryAction and Canva
- Facility with the following programs: Asana, (or alternative), Whova, Mailchimp, and Constant Contact
- Ability to learn WordPress a plus

- Ability to multi-task and manage time effectively
- Excellent oral and written communication skills
- Experience in Event Planning a plus
- 3-5 years of demonstrated success in communications/marketing.
- Lived experience with the public mental health system preferred

Qualified and interested individuals should submit a current resume to HR@NYAPRS.org or by mail to NYAPRS 194 Washington Ave. Suite 400 Albany, NY 12210.