

100

BLACK MEN OF SYRACUSE INC.

ACHIEVING RESULTS OVER A LIFETIME

President

Drake Harrison

VP of Operations

Tony Clark

VP of Administration

Ali Rahman

VP of Programs

Joe Gregory

VP of Finance

Devin White

Past President

Vincent Love

At-large Directors

■ Al Aberdeen

■ Walter Eiland

■ Glenn Williams

■ Paul Williams

JOB DESCRIPTION

100 Black Men of Syracuse, Inc. is looking for a part-time Administrative Assistant. This person would understand the mission of the organization be highly motivated and organized; coordinate various calendars, take and respond to phone calls messages, send emails, prep for meetings and presentations, capturing notes in meetings, and other related tasks.

LENGTH OF JOB:

Immediate upon acceptance of assignment until performance review to be determined upon preview of skills and qualifications.

Responsibilities for Administrative Assistant

- Reports the organization's Vice President of Operations daily, on reports, students and membership applications, committee reports, budget request forms
- Greet visitors and point them in the right direction, answer inquiries, and create a welcoming environment
- Organize and maintain files and databases in a confidential manner
- Manage communication including emails and phone calls
- Screen phone calls, redirect calls, and take messages
- Schedule appointments, meetings, and reservations as needed
- Receive deliveries; sort and distribute incoming mail
- Maintain and order office supplies

JOB QUALIFICATIONS

- Excellent grammar and communication skills and an eye for editorial accuracy, style and usage
- Proficient computer skills, including Microsoft 365
- Ability to manage and organize large amounts of incoming data
- Strong organizational skills and a detail-oriented approach
- Ability to meet deadlines and establish priorities
- High school diploma or general education degree (GED) required. Associate degree or higher in Business Administration preferred; 2-3 years of clerical, secretarial, or office experience

ABOUT 100 BLACK MEN OF SYRACUSE

100 Black Men of Syracuse Inc. is a non-profit, non-partisan volunteer organization founded in 2007. The group, which is a 501(c)(3) tax-exempt organization, was inducted in June 2009 as an official chapter of 100 Black Men of America Inc. 100 Black Men of Syracuse's primary focus is on mentoring students and has three levels of group mentoring Youth Empowerment Programs grades (4th -6th) STEP-1 (7th -9th) and The Future 100 (9th -12th) also support a variety of other community initiatives, including the Winston Gaskin Community Walk for Wellness, SAT preparatory classes, Film Production program, Workforce Development and other education, health and wellness and economic empowerment programs.

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