

JOB POSTING

PROGRAM ASSISTANT

HARM REDUCTION PROGRAM

The Harm Reduction Program Assistant works with ACQC's Ryan White-funded harm reduction drop-in centers and with the Syringe Exchange Program. The Program Assistant provides administrative support for all aspects of the harm reduction program, including reception, data entry, reporting to funding bodies, and supply ordering.

RESPONSIBILITIES

- Reception, including telephones and greeting visitors
- Data entry, using URS software
- Preparation of letters and reports
- Tracking petty cash expenditures and metrocards
- Ordering supplies
- Production of outreach materials

QUALIFICATIONS

- Proficiency with all Microsoft Office applications, especially Word and Outlook.
- Familiarity with email etiquette and internet research
- Mastery of standard English, including business writing
- Organizational skills, capacity for independent work
- Ability to treat all clients and other visitors with non-judgmental respect and patience
- Comfort working with active drug users, gay/lesbian/bisexual people, transgendered people, and people of various racial, ethnic, and cultural backgrounds
- Basic knowledge of HIV/AIDS desirable
- Bilingual desirable
- Valid drivers' license desirable

ORGANIZATIONAL RELATIONSHIP

Reports to the Coordinator of Harm Reduction.

LOCATION

Long Island City – 33rd Street Site

SALARY

\$26,000 Annually

If interested, please forward resume to **Steven Fox, Coordinator of Harm Reduction**, at sfox@acqc.org or fax to 718-472-0153.