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**Temporary Part-Time Administrative Position**

**Monday-Thursday 10:00-3:00 through September 2021**

Gramatan Village ( [www.gramatanvillage.org](http://www.gramatanvillage.org) ) is a membership organization founded in 2008 to serve individuals age 55 and older who live in our greater community.  GV supports aging-in-community through a network of volunteers, community partners and peer connections that enable members to stay independent and engaged in the community they love. GV is located on Pondfield Road in Bronxville.

We are seeking a temporary, part time, hands on administrative professional who will work with our Executive Director in our small office to evaluate and streamline our administrative and reporting processes. This individual will demonstrate a history of administrative excellence that includes strength utilizing and maximizing office technology (Microsoft Office, Constant Contact, member/donor database, social media platforms, Zoom) for day-to-day operations and reporting. Additionally, this individual will answer phones, respond to member queries, greet visitors, coordinate the administrative aspects of our member programming including technically facilitating Zoom sessions, schedule programs and appointments, maintain and update website content as required, and member communications (newsletter, periodic mailings etc.). Key to success will be superior communications skills, an entrepreneurial spirit, high energy, a roll up your sleeves approach, attention to detail, combined with a style that quickly earns respect at all levels, both within the organization and the community it serves. Familiarity with NEON is ideal, but not mandatory. Please respond to [gramatantemp@gmail.com](mailto:gramatantemp@gmail.com)with resume and detailed cover letter outlining your experience and what attracts you to the role.

**Gramatan Village 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.**