**Employment Opportunity**

***Administrative Assistant***Part-Time: 30 hours per week

Rate Range: $20.00 - $22.00/hour, dependent on experience level

Expected start date: On or after 6/1/23

Hybrid format: In-person and remote work

Background:

The McNulty Veteran Business Center (MVBC) helps veterans, service members and military spouses, start new or expanding existing businesses. We are their critical partner allowing them to convert ideas into viable businesses and steward them throughout the process. The MVBC serves as host organization for one of 22 Veterans Business Outreach Centers (VBOC) nationwide. This U.S. Small Business Administration (SBA) funded grant program has trained and counseled thousands of veterans in business. Our territory covers New York, New Jersey, US Virgin Islands, and Puerto Rico. Support is provided through counseling services, business planning, training classes and opportunities like *Boots to Business (B2B)* and *Boots to Business Reboot (B2BR)*, connection to mentors, access to market research, application assistance for Federal and state contracting certification programs, resource referrals.

We are seeking to hire an Administrative Assistant. Veterans, services members and military spouses are strongly encouraged to apply.

**Candidates must have excellent organizational and communications skills, work well with team members, and maintain respectful demeanor with staff and clients. Proficiency in Microsoft Office, Word, Excel, preferred.**

Administrative Assistant **responsibilities include:**

* Perform administrative tasks as required including guidance under MC/VBOC SOP’s.
* Assist with preparation of correspondence, quarterly reports and related materials.
* Schedule meetings, consultations for staff, and update calendar
* Assist staff with travel arrangements, monthly expense and travel reporting, invoice processing and compliance.
  + Includes monthly processing of business credit statement to assemble and verify back up documentation for valid MC/VBOC expenses.
* Support and assist in coordination and planning of meetings, events, webinars, conferences, marketing efforts, social media posts or other MC/VBOC events.
* Answer office phones, take messages for staff.
* Order office supplies, prepare vouchers, submit visitor notices as needed.
* Check mail, send mail/packages when necessary.

**If you’re interested, please send an email expressing interest and a resume to:**

Kathy Caruso, [kcaruso@mcnultycenter.org](mailto:kcaruso@mcnultycenter.org).