POSITION DESCRIPTION:
Office Assistant

Friends of the High Line (FHL) is the NYC Department of Parks & Recreation’s non-profit partner working to ensure the park on the High Line is maintained as a great public place for all New Yorkers and visitors to enjoy. In addition to overseeing the maintenance, operations, and public programming for the High Line, Friends of the High Line is currently working to raise the essential private funding to help complete the High Line’s construction and create an endowment for its future operations.

The Office Assistant (OA) is responsible for providing general administrative support to the entire Friends of the High Line office as well as specific support to one of the two Co-Founders on special projects including fundraising, design, and presentations.

The OA must be adept at producing high-quality documents (Word, Excel) and presentations (PowerPoint) under tight deadlines, therefore knowledge of Word, Excel, PowerPoint, and Outlook is essential. Multitasking and prioritizing workflow are essential to success in this role. The OA should be able to communicate in an articulate manner (written, verbal), and be accustomed to working in a fast-paced environment. Additional responsibilities include, but are not limited to:

- Serving as the primary receptionist (answering and directing incoming calls and greeting, directing, and assisting visitors);
- Maintaining contacts and calendars via Outlook;
- Ordering, stocking, and distributing office supplies;
- Making photocopies, sending faxes, shredding documents;
- Planning and scheduling meetings and appointments;
- Organizing and maintaining paper and electronic files;
- Maintaining general office tidiness;
- Providing direct administrative support to FHL’s executive director;
- Helping with public presentations;
- Attending and assisting with community events;
- Assisting with other special projects related to design and exhibitions;
- Running errands and performing miscellaneous job-related duties as assigned

Qualifications:
The successful candidate will be self-motivated, detail-oriented, energetic, and highly organized. Must be a team player and have outstanding writing, editing, data entry, and proofreading skills. Excellent communication and interpersonal skills, and the ability to prioritize and handle multiple projects are essential. Must be proficient in Microsoft Office. Bachelor’s degree and at least one year experience in reception and/or data entry is required.

To Apply:
Submit cover letter and resume to: jobs@thehighline.org. Only those whose applications are being considered will be contacted. No phone calls please.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.