



**Position Title:** NYC Elder Abuse Center (NYCEAC) Program Assistant

**Reports to:** Executive Director

**Responsibilities:**

- Administrative support for NYCEAC's Executive Director and programs, including report writing; correspondence with funders; taking minutes at meetings; editing documents; reviewing and editing PowerPoints; managing NYCEAC's budgets; invoicing, paying bills and reimbursing staff for expenses; scheduling meetings; ordering supplies; and assisting with event planning and implementation.
- Participate on NYCEAC's Social Media Team and write/edit blogs, as needed.
- Coordinate tech assistance when problems arise with NYCEAC's website and other tech-related matters.
- Represent NYCEAC at community meetings and present on its programs.
- Oversee NYCEAC's summer internship program for undergraduates, including recruiting and onboarding the students; developing their assignments and supervising them; and assisting with their continuation projects back on campus.
- Provide administrative support to NYCEAC's Medical Director with a monthly Work in Progress research teleconference meeting.
- Create database for various NYCEAC surveys using Excel and Survey Monkey and assist with data analysis.
- Other responsibilities, as assigned.

**Qualifications:** Undergraduate degree; well organized and detail-oriented; ability to work independently as well as part of a team; ability to prioritize tasks, maintain confidentiality, and exercise good judgment in a dynamic, fast-paced environment; effective oral and written communication skills; strong problem-solving skills; proficiency with Word, Excel, PowerPoint; familiarity with Wordpress preferred; and experience and interest in aging, elder abuse, and/or victim assistance preferred.

**Compensation and Benefits:** This position is full-time; salary is \$42,000+, commensurate with experience. The NYC Elder Abuse Center ([www.nyceac.com](http://www.nyceac.com)) is a project of Weill Cornell Medical College (WCMC). WCMC offers a strong benefits package including major medical, dental, life insurance, tuition reimbursement, and vacation.

WCMC is committed to Equal Opportunity Employment.

**To apply, send a cover letter, resume and writing sample to Sarah Dion at [szd3001@med.cornell.edu](mailto:szd3001@med.cornell.edu)**