La Fuerza CDC is a certified CDFI – our mission is to promote sustainable economic growth in Long Island by providing minority and women owned enterprises access to capital, business development services and other tools which will create jobs, community wealth and long-term prosperity.

PART TIME Program / Office Manager needed for non-profit organization, La Fuerza Community Development Corp., located in East Norwich, Long Island, NY (near Oyster Bay).

Work hours:

- Up to twenty hours per week
- Some flexibility but must keep to a routine work schedule. ***capacity to work remotely until social distancing is lifted**

Responsibilities include but not limited to:

- Responsible for the day-to-day support of the organization
- supporting the Executive Director
- having excellent organizational skills
- Experience producing and tracking large, complex documents
- scheduling of seminars & one-on-one counseling sessions
- tracking and updating customer files
- handling phone calls
- updating information to grant portals
- software and internet savvy—particularly with Zoom and websites
- having proficiency in Constant Contact (to create email blasts)
- posting information to social media
- preparing monthly marketing materials
- organizing and updating loan files
- preparing contracts & grant requisitions
- composing professional emails and letters
- paying bills online (very little)

Proficiency in these software programs required:

- Microsoft Office a must
- Constant Contact
- Google Docs, Calendar & Drives
- Quickbooks (will help)

Please send cover letter & resume to: gramirez@lafuerzacdc.org