



Creating Healthy Communities
Through the Power of Cooking

The Sylvia Center Job Description

Title: Finance and Office Administrator
Reports to: Executive Director
Terms: Full-time
Location: Hybrid, NYC (Bronx) and Remote

Organization Overview:

The Sylvia Center (TSC)'s vision is to create healthy communities through the power of cooking. Our mission is to educate young people and families through culinary programming to promote health and wellbeing. Our organization empowers children and teens to take control of their health through better food choices and encourages them to be healthy food advocates in their communities.

TSC partners with community-based organizations, libraries, and schools to deliver nutrition-focused culinary programming in all five boroughs of New York City, the Hudson Valley, and the Capital District. TSC works in neighborhoods with limited food access, engaging students, 3-24 years-old, and families. A 501(c)3 nonprofit organization with an operating budget of \$1.9 million, TSC has a full-time staff of ten and a part-time staff of approximately 35. Since its founding in 2007, more than 38,000 participants have been served.

Job Overview:

The Sylvia Center is seeking a Finance and Office Administrator who will be responsible for ensuring the effective functioning of The Sylvia Center's office administration by implementing efficient and effective office processes. The Finance and Office Administrator will also be responsible for implementing accounts payable and receivable in collaboration with The Sylvia Center's development team and external accountants.

Responsibilities:

Ensure the functioning of The Sylvia Center's offices, both in NYC and Hudson Valley, including but not limited to:

- Smooth operating of the office's physical locations, including liaising with the landlord and external vendors.
- Maintaining the organization's technology, including, computers, copiers/printers, and phones, as applicable.
- Ensuring offices have all the necessary supplies and resources to operate efficiently and effectively.

The Sylvia Center
2417 Third Avenue, Suite 301
Bronx, NY 10451
(p) 212-337-6096

The Sylvia Center at Katchkie Farm
34 Fischer Road Ext.
Kinderhook, NY 12106

sylviacenter.org

- Assisting the Executive Director in board relations, including scheduling board and committee meetings and preparing materials, as needed.
- Assisting with scheduling external meetings for the Executive Director with funders, donors, and other stakeholders.
- Managing the accounts payable/receivable processes and monthly reconciliations for the organization in collaboration with the Development Department and TSC's external accountants.
- Assist with gathering appropriate documentation and communications during the organization's annual budgeting process and audit.
- Working collaboratively, and in support of, other members of the Operations team on organization-wide initiatives.
- Other duties, as assigned.

Experience and Skills:

Preferred experience:

- Minimum of two years of professional experience in office administration/office management

Required competencies:

- Ability to work independently as well as collaboratively on assigned tasks
- Detail-oriented
- Ability to effectively improvise and adapt to changing situations
- Comfortable working with numbers and spreadsheets and doing simple financial analysis
- Ability to write professional correspondence with minimal supervision
- Proficiency in Microsoft Office, including Excel and PowerPoint, and Google Workspace for business, including Google Slides, Sheets, and Calendar

Other requirements:

- Passion for food education, food justice, and food access

Organization Benefits:

We are a diverse group of food loving individuals who proudly support our mission of healthy food education. By joining our team, you will get:

- An organization that believes and invests in employee growth, development, and success. More than 70% of staff have been promoted to the next level of responsibility at our organization.
- A generous time off package, including 15 vacation and 5 personal days, 11 holidays, sick leave, and a paid week off at the end of the calendar year.
- Employee healthcare benefits with 80% employer contribution.
- Free staff lunch when on-site at the Bronx office.
- Opportunity to travel within New York City and to our organic farm in the Hudson Valley.

Compensation and Work Hours/Location:

The Sylvia Center offers competitive wages. This is a full-time position offering \$60,000-\$62,400 per year. Business hours are flexible, but are generally 9am-5pm Monday-Friday. The position, based in New York City, is hybrid work with two Bronx office days required weekly. Ability to travel between program sites and the surrounding area is required. Occasional evening and weekend work is also required to support programmatic and organizational events.

To apply for this position:

Candidates should email their resume and a cover letter explaining why they think they can successfully fill this position for The Sylvania Center to careers@sylviacenter.org. Please state last name and position in the email subject line.

The Sylvania Center is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, caste, tribe, age (40 or older), disability status, protected veteran status or any other characteristic protected by law.