



Open Position Posting

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Organization Description:

Founded in 1988 by Paul Newman, The Hole in the Wall Gang Camp provides “a different kind of healing” to thousands of children with serious illnesses and their families annually – all completely free of charge. For many of these children and families, Hole in the Wall provides multiple Camp experiences throughout the year at the facility in Ashford, Conn, in dozens of hospitals and clinics, directly in camper homes and communities and through other outreach activities across the Northeast and Mid-Atlantic.

Position Title:

Office Assistant

Work Schedule:

Part-Time

Location:

Onsite - New Haven, CT

Position Description:

Serves as the office assistant and primary receptionist for the New Haven office.

Our Office Assistant can expect to...

- Serve as the primary receptionist, handling incoming telephone calls, greeting visitors, and distributing mail. Order, store, and manage inventory of business stationery, office supplies, and kitchen/coffee station items.
- Greet visitors and provide information as requested.
- Meter outgoing mail and arrange package services.
- Ensure that reception area, copy room, kitchen, microwave, and refrigerator are clean and orderly in appearance. Water plants weekly.
- Arrange New Haven van routine maintenance and repairs.
- Create seasonal calendar of events for distribution and update New Haven office calendar with relevant dates and meetings.
- Coordinate purchase and maintenance of office equipment and services and negotiate contracts with vendors, including copiers, postage meter, storage facility, and cleaning service.
- Maintain organized records of all equipment contract and portal access information (paper and electronic.)
- Approve and submit invoices to the Accounting Department for timely payment.
- Maintain current tax-exempt status with vendors as needed (including Amazon Business account.)

- Collaborate with I.T. services to evaluate, implement, and provide on-site support of the technology needs for the office and its staff, including computers, printers, phone system, postage meter, and troubleshooting.
- Act as a primary point-of-contact with landlord regarding maintenance, security, and building/garage access. Enter work orders and print parking validation via the landlord portal process.
- Process registration forms for distribution of employee office key, access card, and provide staff tutorials for office equipment and general office procedures. Assign and delete users on the telephone system portal.
- Monitor the office general email box (info@holeinthewallgang.org), responding to or directing inquiries to the appropriate person.
- Assist the Gift Processing team by dating and mailing received checks.
- Provide clerical support to senior level management and the Executive Assistant to CEO.
- Create virtual meetings for monthly all-staff meetings, provide list of monthly staff birthdays, and distribute recording of meeting for staff.
- Assemble materials/presentation for bi-annual all-staff meetings. Maintain list of staff anniversaries for use of senior management at all-staff meetings.
- Be responsible for knowing and adhering to the policies and procedures contained within the Employee Handbook.
- Assist with special projects and perform additional duties as assigned.

Our Office Assistant should have...

- 1-2 years of administrative experience or equivalent.
- The ability to establish positive relationships with a variety of people in multicultural environments.
- A proficiency in Microsoft Office Suite, SharePoint/OneDrive, Teams/Zoom.
- Excellent organizational and interpersonal skills.
- Strong written and verbal communication skills.
- The ability to work independently on several projects simultaneously and comfortable with frequent interruptions.
- The ability and willingness to work in normal working conditions for an office environment. Must be able to operate computer for most of workday with appropriate rest periods.

The Hole in the Wall Gang Camp provides a very competitive salary, a generous benefits package, and growth opportunities for high contributors. To apply, please use the provided link. Due to the volume of resumes received, you will be contacted only if there is interest in pursuing your application. No phone calls please.

[Click Here to Apply](#)

The Hole in the Wall Gang Camp is an Equal Opportunity Employer, does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, nationality or sex, and is committed to a diverse workforce.