



**Alliance for Coney Island**  
**Office and Outreach Manager**  
**Coney Island, NY**

Alliance for Coney Island, Inc. is a nonprofit organization dedicated to continuing the transformation of Coney Island into a year-round, world-class recreational oceanfront destination while improving the quality of life of the entire Coney Island community.

The Alliance is seeking a hardworking and passionate individual who is inspired to help build the capacity and reach of Coney Island to the five boroughs and beyond. The Office, Operations, and Communications Assistant is responsible for maintaining the office on a day-to-day basis, overseeing office orders and deliveries, responding to queries, assisting with bookkeeping duties, and aiding the Executive Director and other Alliance staff on a per project basis particularly in the capacity of event execution, grant reporting, and external communications.

**Job Summary:**

The Office, Operations, and Communications Assistant must be adept at producing high-quality documents (Word, Excel) and presentations (PowerPoint) under tight deadlines; therefore, knowledge of Microsoft platforms and Google applications are a must. Additionally, this position requires organization and filing skills and knowledge in Quickbooks is a major plus. Multitasking and prioritizing workflow are essential to success in this role. The Office, Operations, and Communications Assistant should be able to communicate in an articulate manner (written, verbal), be comfortable using the internet and online applications such as social media and online email service providers and be accustomed to working in a fast-paced environment. Additional responsibilities include, but are not limited to:

**Operations & Administrative Support**

**Book-Keeping**

- Monitoring cash flow and billing to report to Executive Director.
- Recording income, purchases, receipts, and disbursements.
- Generating and/or reviewing outgoing billing.

**Office Management**

- Answering /directing incoming calls and assisting office visitors.
- Maintaining contacts & office calendars (planning/scheduling meetings & appointments).
- Meeting and event preparation support (including agendas, minutes, presentations, managing invites and RSVPs, and other logistics, as necessary).
- Ordering, stocking, and distributing office supplies and supplies:
- Composing grant contracts and reimbursement documents.
- Organizing, updating, and maintaining paper and electronic databases.



- Managing incoming and outgoing mail.
- Providing direct administrative support to the Executive Director.
- Managing membership database.
- Running errands and performing miscellaneous job-related duties as assigned.

### **Outreach Duties**

- Conducting Outreach to and Assisting Alliance BID Steering Committee
- Creating PR materials, including newsletters and flyers.
- Updating the Alliance's websites with links and updated services and events.
- Drafting external communications such as, social media posts, newsletters, and advisories.
- Aiding with event coordination and execution.
- Conducting outreach and membership correspondence for membership drive.
- Assisting with other special projects and Alliance programs, as assigned.

### **Qualifications:**

Reporting to the Executive Director, the Office, Operations, and Communications Assistant must 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. Individuals must be conscientious and detail oriented and be proficient in Microsoft Office and Google Applications. Experience with graphic design software such as Adobe Photoshop, Illustrator, and/or InDesign, is required. Experience with Quickbooks is a plus. Bachelor's degree and at least one year experience in reception, bookkeeping and/or communications is required.

### **To Apply:**

Submit cover letter and resume to: [info@allianceforconeyisland.org](mailto:info@allianceforconeyisland.org).

Alliance for Coney Island 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.