



• UA3, Inc. • 384 Grand Street, 1A, New York, NY 10002 • www.ua3now.org

Job description

Assistant to the Executive Director (Full time)

Founded in 2015, UA3 is a 501(c)(3) not-for-profit organization whose mission is to make a positive impact and lasting improvement in the underserved aspects of our communities. Through youth empowerment, education, promotion of health and mental health, to support the creation of socio-economic opportunities, and to channel needed resources for the betterment of those in need. UA3 strives to accomplish our goals through partnership with public and private sectors, educational institutions, and community social and service organizations.

UA3 carry out its mission through four major programmatic areas, collaborating with our community partners (CBO100) throughout NYC:

1) Community First Food Pantry and 2) a youth leadership development program and 3) Educational workshops and candidate forums and 4) Multi-social service navigation program.

Working with the Executive team, the position has several primary responsibilities:

- Supervise Community First Food Pantry and Special events
- Assist in strategic programmatic planning, event development, and

implementation of current and new programs in relationship to UA3's mission.

- Work with Executive Team to prepare program contracts, present programs to Elected officials, corporations, donors, and potential donors
- Support in the development of grant strategies, proposals, fundraising projects, capital projects, program reporting and evaluation.
- Represent UA3 in coalitions, public meetings, and conferences
- Work closely with Executive team in executing program goals and attend Board meetings



Qualifications:

- Bachelor's degree plus four years of experience in non-profit organizations or equivalent
- Bi-lingual in English and Chinese preferred
- Ability to establish and maintain strong relationships with youths, community members, corporations, service providers, law enforcement and partnering agencies
- Knowledge and experience working with vulnerable communities in NYC. Will be required to travel
- Demonstrated strong written, oral and interpersonal skills
- Proficiency in Microsoft Suite (Word, Excel, Publisher, PowerPoint, Outlook)

Salary and benefits: \$45,000 – \$60,000 per annum plus health benefits, sick, and vacation leaves plus 401k. Full time position, 40 Hours a week.

Please submit a letter of interest, 2 references, sample writing, and resume:

info@UA3now.org

UA3 is an equal opportunity employer and does not and will not discriminate on the basis of age, ancestry, color, creed, disability, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, use of service animal, military or veteran status.