

**Alternatives to Violence
Project, New York**

AVP NY is HIRING!



OPEN POSITION
OFFICE ADMINISTRATOR

Qualifications

- Strong organizational skills
- Strong written/verbal communication skills
- Experience with or willing to learn: Google Drive, Quickbooks, Airtable, Canva, Idealist.com, social media, website maintenance
- Independent worker
- Ability to collaborate
- Alignment with the values and culture of Alternatives to Violence Project
- Commitment to equity and justice, including support for the formerly incarcerated
- Live in New York State

Benefit

- Competitive Salary
- Flexible hours
- Remote work
- Training & Skill Development

Apply Now

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<https://bit.ly/avpnyapplication>

