



Bridging the Way Toward Mental Wellness

Summer Office Work Available

Mental Health Association in Suffolk County, Inc. is a not-for-profit advocacy and education agency that promotes the mental health of the community.

We currently have an employment opportunity for an Administrative Assistant. In this role, the successful candidate will perform administrative and office support duties. Responsibilities will include fielding telephone calls, receiving and directing mailings, word processing, filing, data management, spreadsheet and monthly report preparation, and scheduling.

Candidates should have strong computer skills in Microsoft Word and Excel as well as Internet research skills. Excellent communication skills, attention to detail and reliability are highly desired. At least 2 years of related experience is preferred. The position is available June through the end of August at 20-30 hours per week. The summer position has the possibility of leading to a more permanent position with the Association upon review at the end of the initial employment period.

Interested candidates should e-mail their resume and cover letter to the attention of Colleen Merlo at info@mhasuffolk.org

199 N. Wellwood Avenue, Lindenhurst, NY 11757
Phone: 631-226-3900 Fax: 631-225-1708