

RECRUITMENT EVENT

815 Broadway, Brooklyn, NY 11206

Wednesday April 30th, 2025 | 10AM — 4PM

Position and Qualifications:

Executive Secretary – Annual Salary \$60,000

High School Diploma or equivalent, and four years of clerical experience including two years as a stenographic secretary; **or**,

A Baccalaureate Degree from an accredited college or university and one year of experience as a stenographic secretary; **or**,

An Associate Degree with specialization in Secretarial Science and three years of clerical experience, one year of which shall have been as a stenographic secretary.

The ability to take dictation accurately, rapidly and to transcribe. Ability to exercise discretion and diplomacy in all internal and external contact relationships and to exercise initiative in the preparation of routine correspondence, in handling administrative details and to maintain confidentiality of all executive and Corporate matters.

High level verbal, written and secretarial skills and knowledge required; **or**,

A satisfactory combination of education, training and experience.

Assistant Director of Ambulatory Care Services – Annual Salary \$85,000

A bachelor's degree from an accredited college or university in Business Administration, Social Sciences, Management, Health Care Administration or related discipline; **and**,

Six (6) years of full-time paid experience of program development in a hospital or health care facility in meeting community health needs, health care planning, financial planning, operations and analysis and implementation in an administrative, consultative, managerial or executive capacity; **or**,

A master's degree from an accredited college or university and five (5) years of full-time paid experience at the level indicated in (2) above. Demonstrated skills in written and medical communications; **or**,

A satisfactory equivalent of education, training and experience.

Staff Nurse – Annual Salary \$106,301

A valid New York State license and current registration to practice as a Registered Professional Nurse in New York State; **and**,

Holds, or obtains through facility orientation, a valid and current certification in Basic Life Support (BLS) through the American Heart Association (AHA).



NYC Health and Hospitals offers a competitive benefits package that includes:

Comprehensive health benefits for employees
hired to work 20+ hrs. per week

Retirement Savings and Pension Plans

Loan Forgiveness programs for eligible employees

Paid Holidays and Vacation in accordance with
employee's Collectively bargained contracts

College tuition discounts and professional
development opportunities

Multiple employee discount programs

**Send resumes to
GothamCareers@nychhc.org
with subject line "April 30
Job Fair" or scan below.**



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Kindness and care are built into our mission and our ICARE values:
Integrity, Compassion, Accountability, Respect, Excellence.