Contractor Positions

The National Federation of the Blind of New York State is seeking candidates for the following contractor position: 

NEWSLINE ADMINISTRATIVE ASSISTANT

This is a position requiring a high level of competency with the use of computer software, including Microsoft Word, Excel, Outlook and use of online electronic scheduling, filing and document management systems. Prior experience with office management and basic bookkeeping is highly desirable. The position also requires a high level of organization, initiative and discretion.

In addition to the position-specific skills, outlined in the Scope of Contract, the successful candidate should possess the following:

Ability and willingness to independently arrange for and travel on behalf of the NEWSLINE Program.

Ability and commitment to present a positive image of blind people and the National Federation of the Blind.

Ability to effectively communicate orally and in writing.

Ability to assist in the development, editing and production of presentation materials and program information such as newsletters and handouts.

A ability to interact effectively with Newsline subscribers and the public generally.

Ability to develop, organize and manage required documentation, including the ability to effectively collect and manage information before, during and after presentations, to follow up and to promptly submit the required documentation.

Letters of interest should include the following:

Name, Complete Address, Email Address, Phone Number, the Position for which you are Applying, and Salary requirements.

Please provide Detailed Relevant Experience and why this experience best qualifies you for selection for the position.

If you are selected for further consideration, you will be contacted by the Affiliate President, the NFBNY-NEWSLINE Director, or a member of the Employment Committee for an interview.

The anticipated starting date for this position is April 15, 2022. Each contract will be for a term of no more than two (2) years.

Letters of interest should be sent by email to  [(president@nfbny.org)](mailto:%20(president@nfbny.org)) or by regular mail to:

NFB of NYS

President Michael P. Robinson

583 Delaware Road

Buffalo, NY 14223

Please feel free to contact President Robinson if you have any questions.