

Open Position: Administrative Assistant II

Be a Part of God's Work at Agape!



We are currently accepting resumes for the following position:
Administrative Assistant II - Faith Formation & Engagement

Agape is seeking an **Administrative Assistant II** to support executive level staff with administrative type functions. In this role the **Administrative Assistant II** will provide high-level administrative and clerical support. In addition to performing these functions, often assists in ongoing work and specific tasks. This person will respond to a wide variety of requests and demands to include preparing correspondence letters, memoranda, and reports. This position requires excellent communications skills and the ability to process information in an effective and professional manner. This position must provide superior administrative and organizational support. In addition to performing above-average administrative functions, this candidate must be able to assist in ongoing work and specific tasks. The **Administrative Assistant II** will be responsible for working on moderately complex assignments where experience and skills provide the basis for a significant amount of self-direction, including the ability to prioritize multiple work assignments and be extremely detailed oriented.

Education & Experience Required:

Associates Degree Preferred. Minimum of 5 years work experience in a professional office environment performing work of a detail-oriented, multi-tasking nature. This position will be a key support to members of the team working on operations related matters; A wide degree of creativity and latitude expected; Ability to work with minimal supervision while exercising good judgment, demonstrating flexibility and agility, prioritizing multiple tasks with competing deadlines, managing schedule conflicts and providing excellent follow through; Prior experience working in a related field with ability to maintain confidentiality and security required. Must be able to generate reports, handle multiple projects, and prepare and monitor invoices and expense reports. May assist with compiling and developing the annual budget. High degree of proficiency in work experience with Microsoft Word, Excel, PowerPoint, and Outlook; Strong interpersonal skills and professional presentation; Exceptional communication skills, spoken and written; Exceptional organizational & multi-tasking skills, and attention to detail; Must be a highly motivated, and organized individual; Ability to maintain a professional demeanor in a fast-paced environment. Ability to analyze problems and recommend solutions in an efficient manner. Demonstrated ability to work in a multi-disciplinary team environment. Candidate must be willing to engage in Agape's Performance Quality and Improvement (also known as Continuous Quality Improvement) standards of quality & excellence.

Annual Salary Range: \$33,000 - \$38,000

About Agape:

Agape Child & Family Services is a faith-based, non-profit organization dedicated to providing children and families in Memphis with healthy homes. Agape serves nearly 10,000 children and families each year in an effort to keep them safe, smart and successful through school-based initiatives and site-based services in under-resourced communities; counseling; homeless services; adoption and foster care. In partnership with the Tennessee Department of Human Services, Agape and its community partners have expanded services via a two-generation model, wholly serving youth and parents in a poverty-reduction strategy, providing support, permanency, and sustainability in Frayser, Hickory Hill and Whitehaven. To learn more, call 901.323.3600 or visit agapemeanslove.org.

We are Proud to Offer: Competitive Pay, Excellent Benefits, Paid Holidays, and Opportunities for Professional Growth and Development

Visit Our Online Career Portal to Apply:

<http://agapemeanslove.org/career-opportunities/>

**All positions require a valid driver's license and automobile insurance. All applicants are subject to a drug screening and background check. Agape is a Christian organization and has certain religious requirements for its employees.*