We are currently accepting resumes for the following position:

**Administrative Assistant**

Agape is seeking an **Administrative Assistant** to support an assigned department. As the **Administrative Assistant**, the successful candidate must respond to a wide variety of routine and non-routine requests and demands. 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** 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 detail-oriented.

**Education & Experience Required:**
Associates Degree preferred, with at least 2 years of experience in a professional office environment. A high school diploma or equivalent, with at least 4 years of experience in lieu of a degree is acceptable. The ideal candidate must be able to work with minimal supervision while exercising sound 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 the ability to maintain confidentiality and security required. Must be able to generate reports, handle multiple projects, assist with event planning, and prepare and monitor invoices and expense reports. Must have excellent communication skills, both written and verbal, demonstrated computer proficiency, including the use of Microsoft Office Suite, Microsoft Outlook, and other software applications essential to this position. Should possess outstanding organizational skills with attention to detail, proven ability as a problem solver, and self-starter. Must have an automobile available for business use and maintain a current driver’s license and current auto insurance with acceptable coverage levels. Will be required to work a flexible schedule to include evenings and weekends as needed. Candidate must be willing to engage in Agape’s Performance Quality and Improvement (also known as Continuous Quality Improvement) standards of quality & excellence.

**Minimum Salary: $36,000**

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**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/](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.*