



# **Family Life and Community Resource Center**

**Temporary Part-time Administrative Assistant  
April 2019 through June 2020  
(Evenings and some Saturdays up to 5 hours weekly)**

## **Job Description**

Administrative assistant will provide administrative support to the Executive Director to ensure efficient operation of the office. You will support a variety of tasks related to organization and communication. The admin job scope includes communicating via phone and email ensuring that all administrative duties are completed accurately and delivered with high quality and in a timely manner.

## **Responsibilities**

- Answer and direct emails
- Organize and schedule meetings and appointments
- Assist with the setup of meetings and events
- Maintain contact lists
- Produce and distribute correspondence memos, letters, emails and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to clients
- Maintain the Executive Director and contractual employees' log sheets/contract hours

## **Preferred Experience**

- Minimum 5 years administrative assistant experience in the field of education
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficiency in MS Office, Excel and Peoplesoft

Interested candidates should submit a cover letter and resume to Ilene Harper at [info@familylifecrc.org](mailto:info@familylifecrc.org) by **April 11, 2019**.

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