



Administrative Assistant

Primary Responsibilities:

- Assist in organization of special projects.
- Use various software programs as required, including word processing, spreadsheets and publishing.
- Assist with program documentation requirements.
- Provide program staff and volunteers with reports and information.
- Perform other duties as assigned.

Experience:

- At least one year experience in office skills.
- Strong interpersonal and teamwork skills.
- Exceptional writing, research and verbal communication skills.
- Attention to detail and ability to work independently.
- Immediate ability to use such programs as: Word, Excel, Outlook, Publisher, and PowerPoint.