

We're Hiring!



MissionKids

CHILD ADVOCACY CENTER

180 W. Germantown Pike, Suite 1, East Norriton, PA 19401
www.missionkidscac.org | 484-687-2990

Operations Administrator

The Operations Administrator ensures the smooth running of daily office activities, including organizing the office, managing administrative processes, and overseeing logistics like meeting schedules and supply management. They often handle HR tasks such as onboarding, maintaining personnel records, and assisting with payroll. Acting as a liaison between departments, they foster communication and collaboration. This role requires strong organizational skills, attention to detail, and adaptability, contributing to the office's overall efficiency and productivity.

Salary Range

- \$40,000-\$48,000
 - commensurate with education and experience

Position Structure

- Full-time

Office Schedule & Location

- Typical office hours are M-F, 8:30 am – 4:30 pm
- Hybrid remote for office in East Norriton, PA 19401; requires travel to various locations throughout Montgomery County

Benefits

- 401(k) & matching
- Dental insurance
- Health insurance
- Vision insurance
- Retirement plan
- Employee assistance program
- Paid time off

Mission Kids Child Advocacy Center is dedicated to achieving healing and justice for victims of child abuse by providing collaborative services, advocacy, leadership, and education. Our vision is to protect children and youth from abuse, address their physical and emotional needs, and ensure justice on their behalf.



Education Requirements

- High School Diploma and 2 years office experience. Bachelor's or advanced is preferred.

Required Knowledge & Skills

- Strong skills in 2010 Microsoft Office Outlook, Word, Excel, PowerPoint and Publisher experience preferred
- Dependable and reliable with time management
- Strong organizational skills
- Ability and willingness to establish and maintain positive working relationships
- Ability to be flexible and adjust to a quickly changing schedule and handle distractions and interruptions and multi-task

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