

## Administrative Assistant II Job Posting

### About Agape Child & Family Services

Agape is a faith-based non-profit organization dedicated to fighting poverty in the Memphis community.

### About the Position

The Administrative Assistant II will provide a high-level of administrative support for an executive-level staff person. This role will respond to a wide variety of routine and non-routine requests and demands, to include preparing correspondence letters, memoranda, and reports. The Administrative Assistant II demonstrates a strong attention to detail and accuracy. The Administrative Assistant II must have the ability to be flexible, agile, prioritize multiple tasks with competing deadlines, manage schedule conflicts, and provide excellent follow-through. The role also maintains a calendar and schedules meetings for an executive-level staff person. If you are passionate about fighting poverty and walking alongside children and families in the community and have a track record of serving whole-family programs and services, we encourage you to apply for this exciting opportunity to make a difference in the lives of individuals and families in the Memphis community.

### Basic Qualifications:

- Minimum of 5 years work experience in a professional office environment performing work of a detail-oriented, multi-tasking nature.
- Ability to generate reports, handle multiple projects, prepare and monitor invoices and expense reports.
- Microsoft Office Suite proficiency and other software applications.
- Must have a current driver's license, and auto insurance with acceptable levels of coverage.
- The ability to work a flexible schedule to include evenings and weekends as needed.

### Preferred Skills/Experience:

- Associates degree

### Benefits & Perks

We offer several benefits and perks to support our employees' overall well-being, including generous paid time off, 13 paid holidays, medical, dental, and vision plans, a 403b plan with a company match, EAP, paid parental leave, and educational assistance.

### DEI Vision Statement

Agape will be an exemplar of what it means to be a diverse, equitable and inclusive nonprofit that is faith-based, Christ-centered and grounded in anti-discriminatory and anti-racist principles. We will be a workplace that: 1) actively pursues equity and justice for our team members and the community we serve in our work; 2) embraces and promotes Christ-centered, anti-discriminatory and anti-racist systems, policies, practices & mindsets in all we do; and 3) embodies joy as we hold ourselves accountable to meeting one another where we are as we take this journey together.

### Join the Team:

To apply, visit our website here <https://agapemeanslove.org/career-opportunities/>. Come join the MOVEMENT!

### Starting Salary Range:

\$38,000 - \$39,000. *\*Salary is commensurate with education and experience.*

### Follow us on social media

