

**Operation Shoestring
Administrative Assistant
Position Listing
Posted 11/15/11 – Close 12/1/11**

Operation Shoestring, a nonprofit social services organization founded in 1968 in Jackson, is looking for an Administrative Assistant ("AA") to assist the executive director ("ED") help maintain the smooth functioning of the administrative and office functions of the organization. The AA will be supervised by the ED, although s/he will also work closely with the deputy director, the financial director, the program coordinators, and the development staff. This is a growth opportunity for the right candidate.

Required Knowledge and Abilities

The AA must be extremely well organized and detail oriented in planning, managing and carrying out responsibilities. AA must be able to have the initiative to work independently when appropriate as well as collaboratively with others (must be a team player). AA must be able to handle multiple tasks in an efficient, effective, courteous manner; learn and become proficient at operating the Operation Shoestring filing system, computer system, and telephone system; have excellent written and oral communication skills and have strong computer skills using MS Word and Excel for PC; and have a valid Mississippi driver's license, a good driving record, and reliable transportation.

Basic Responsibilities/Duties Include:

- providing clerical/communications support to the ED;
- assisting with development and implementation of administrative policies and procedures;
- managing human resources administrative functions;
- working with financial director, deputy director, program coordinators and other staff to ensure that grant reimbursements, reports and correspondence are submitted in a timely manner, consistent with program and grant requirements, and that grant files are kept current and organized;
- handling basic bookkeeping and financial management tasks;
- managing the purchase and maintenance of supplies and/or services;
- coordinating building maintenance efforts (and supervising related staff/contractors);
- working with the deputy director, financial director, development staff, program coordinators and others to provide clerical support;
- helping coordinate Operation Shoestring meetings, receptions, events, etc.;
- answering the telephone and receiving visitors; and
- other duties as assigned by the ED.

Education

Minimum requirement: college degree or equivalent work experience.

Salary & Benefits

Full-time position with competitive salary. Benefits include paid leave and available health and dental insurance and retirement plan.

To apply, please submit cover letter, resume, and three professional references with contact information to Executive Director, Operation Shoestring via email @ rlangford@operationshoestring.org. No calls or walk-ins please. Application deadline is 5 p.m. on Dec. 1, 2011. To find out more about Operation Shoestring, go to www.operationshoestring.org.

By teaching kids and inspiring families, Operation Shoestring ensures we all rise together.