

Be a Part of *God's* Work Through Agape!

WE ARE PROUD TO OFFER:

- Competitive Pay
- Excellent Benefits
- Paid Holidays
- Opportunities for Professional Growth and Development

Agape's mission is to be a Christ-centered ministry that is dedicated to providing children and families with healthy homes.

Agape Child & Family Services, Inc. is currently accepting resumes for the following position(s):

ADMINISTRATIVE ASSISTANT II

Reports To: Director of Operations/Chief Operating Officer

Position(s) Available: 1 (one)

Agape is seeking an **Administrative Assistant II** for our Powerlines Community Network (PCN) program. As the **Administrative Assistant II**, this candidate will be required to relieve Executive Level staff of administrative functions and must operate with quality and excellence in all details. This successful candidate must respond to a wide variety of routine and non-routine requests and demands. This position requires excellent communications skills and the ability to process information in an effective and professional manner. This position must provide superior administrative and organizational support. In addition to performing above-average administrative functions, this candidate must be able to assist in ongoing work and specific tasks. The **Administrative Assistant II** will be responsible for working on moderately complex assignments where experience and skills provide the basis for a significant amount of self-direction, including the ability to prioritize multiple work assignments and be extremely detailed oriented.

Education & Experience Requirement:

Associates Degree Preferred. Minimum of 2 years work experience in a professional office environment setting; Prior experience working in a related field with ability to maintain confidentiality and security required. Candidate must be culturally sensitive with a passion for helping others. Must have a valid driver license and own a vehicle with proof of auto insurance. Prospective candidate must pass computer skills test with 80% proficiency. Candidate must be willing to engage in Agape's Performance Quality and Improvement (also known as Continuous Quality Improvement) standards of quality & excellence.

Send Resumes To: Employment@AgapeMeansLove.org



All positions require a valid driver's license and automobile insurance. All applicants are subject to a drug screening and background check. Agape is a Christian organization, and has certain religious requirements for its employees.

