

Open Position: Administrative Assistant II

Be a Part of God's Work at Agape!



We are currently accepting resumes for the following position:

Administrative Assistant II

Agape is seeking an **Administrative Assistant II** to support Development and Volunteer Services. 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 Required:

Associates Degree Preferred. Minimum of 2 years work experience in a professional office environment setting; Microsoft Office proficiency required; seeking Social Media savvy candidate; 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.

Qualified Applicants, please send resumes to: Employment@Agapemeanslove.org

About Agape:

Agape Child & Family Services is a faith-based, non-profit organization dedicated to providing children and families in Memphis with healthy homes. Agape serves nearly 10,000 children and families each year in an effort to keep them safe, smart and successful through school-based initiatives and site-based services in under-resourced communities; counseling; homeless services; adoption and foster care. In partnership with the Tennessee Department of Human Services, Agape and its community partners have expanded services via a two-generation model, wholly serving youth and parents in a poverty-reduction strategy, providing support, permanency, and sustainability in Frayser, Hickory Hill and Whitehaven. To learn more, call 901.323.3600 or visit agapemeanslove.org.

We are Proud to Offer: Competitive Pay, Excellent Benefits, Paid Holidays, and Opportunities for Professional Growth and Development

Contact:

Derichia Wells, 901.323.3600, 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.*