



Secretary/Administrative Assistant

Summary of Duties: Responsible for supporting the projects and activities of the Executive Director and agency programs. This person would maintain the agency data base and be responsible for statistical reporting to funding sources. The Administrative Assistant provides clerical support to all agency staff.

Specific Duties:

- Maintain large databases for mailing lists
- Prepare and distribute correspondence, forms and reports
- Maintain statistical database, gather program data from staff and generate reports
- Operation of all office machines
- Prepare program folders, brochures and agency documents as requested
- Assist with agency events
- Provide agency-wide support by answering phone calls, providing referrals, completing mass mailings, large copying projects, editing agency publications and filing agency resources
- Assist administration with other duties deemed necessary and fulfill other administrative duties as required

Skills and Abilities:

- Ability to manage time and effort on variety of tasks
- Excellent written and verbal communication skills
- Excellent organizational skills with attention to detail
- Proficient in various computer programs

Qualifications:

Associates Degree in Administrative Assistance and two (2) years of experience

OR

High school diploma, including or supplemented by courses in word processing and/or computer programming with four (4) years of experience

**Excellent Benefits Package

Please send resume and cover letter to jobs@eccpasa.org

NO PHONE CALLS PLEASE