**Job Posting: Administrative Assistant**

**Pay: Depending on Experience**

**Flex Time employment- 0-40 hours per week**

**Benefits: None**

 The Junior League of Odessa is seeking a qualified candidate to fill a flex time administrative assistant job opening.

**General Statement of Duties:** Ensure efficient management of projects. Organize and execute plans and tasks of administration.

**Supervision Received:** President Elect

**Supervision Exercised:** None.

**Typical Working Conditions:** Primary work is performed in the office. Occasional out-of-office work may be required.

**Essential Functions:**

* Keep personal calendar in line with the Junior League of Odessa’s functions and activities.
* Keep track of meetings, submissions, and other reports due, and inform executive staff.
* Maintain and update administrative files.
* Produce reports at the request of management.
* Keep Executive Staff apprised of upcoming events.
* Answer phones and communicate messages to proper Board, Committees, and volunteers.
* Work independently, calendar all pertinent dates.
* Other duties as assigned.

**Performance Requirements:**

*Knowledge, skills, and abilities* – Applicant must possess excellent oral and written communication skills organization and time-management skills. Ability to work effectively with people and professionals. Strong computer skills and knowledge. Ability to perform multiple tasks. Ability to interpret and follow a variety of instructions furnished in written, oral, diagram, and schedule form. Ability to lift 25 pounds.

**Education/Experience:**

*Minimum Requirement* – High School Diploma/GED, some college preferred; valid Driver’s License; and reliable transportation. Pass a criminal background check and a 5-panel drug screen. .

*Preferred* – Two years administrative experience; bilingual (English/Spanish); and an understanding of volunteer and/or community service organizations.

**Status of Position:** Non-exempt, Flex Time. All positions subject to funding availability. The Junior League of Odessa is an equal opportunity employer. Employment with the Junior League of Odessa is for no definite period and can be terminated with or without cause and with or without notice at any time by either party.

**The Junior League of Odessa is an Equal Opportunity Employer.**

**Please Send Resumes to:**

**info@jlodessa.org**

**or**

**The Junior League of Odessa**

**PO Box 7739, Odessa, Texas 79760**