

***Southern Arizona’s Premier Social Service Agency***

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

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| **Administrative Assistant**Monday-Friday 8:00am-5:00pmProvides administrative, logistical, and project support to the Director **Employee Benefits**Competitive Salary, Employer Subsidized Health Insurance for Employee ***and Family***, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 136 Hours Paid Time Off (PTO) Per Year.***Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.*****Duties and Responsibilities:** 1. Manages the Director’s calendar and schedules appointments
2. Coordinate communications
3. Draft and edit correspondence, manage email, and phone communications,
4. Serves as point of contact for internal and external stakeholders
5. Organizes meetings, prepares agendas, takes minutes, and follows up on action items
6. Creates, edits, and manages various documents including correspondence, reports, and presentations
7. Assists in maintaining program requirements through spreadsheets that track and document deadlines.
8. Assists with the planning, execution, and tracking of projects within the department
9. Maintains databases, tracking key metrics, and ensuring accuracy of information
10. Acts as liaison between the director and other departments, staff, and external contacts
11. Addresses routine issues and escalates more complex problems to the Director as needed
12. Maintains strict confidentiality with sensitive information
13. Assists with ad-hoc tasks and special projects assigned by the Director
14. Assist Director and support staff with administrative duties as needed.
15. Attend staff meetings and trainings as required.
16. Other duties as assigned.

**Qualifications:** High school diploma or equivalent and experience related to working in a professional setting. Excellent verbal and written communication and administrative skills. Ability to handle sensitive information with discretion. Ability to multi-task. Ability to navigate Microsoft Office programs with ease. Valid Arizona driver’s license, proof of auto insurance, and reliable transportation  |  |

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| Job StatusFull-Time |
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| Pay Rate$15.46 - $18.15 - $20.84 |
| Pay CommentsSalary based on experience.**In accordance with pay transparency, the salary reflected in this posting is the full salary range for this position. Individual placement within the range is based on the candidate’s current experience, education, skills, and abilities related to the position. Salary placement is typically between the minimum and mid-point of the salary range.*****We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.***  |

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| Old Pueblo Community Services2323 S. Park AveTucson, AZ 85713 |

http://bantheboxcampaign.org/wp-content/uploads/2013/01/ban-the-box.jpgEmployment References and background check are conducted pre-employment. |