



Liberty House Job Announcement

Executive Assistant

Part-time - 20 hours

Starting at \$15.00 to \$18.00 per hour

Excellent benefits package

About Liberty House

Liberty House is a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma, and grief since 1999. Our successes lead to vital positive social change and we are looking for a highly organized, energetic, and passionate person to join our team. Visit www.libertyhousecenter.org to learn more about Liberty House.

Executive Assistant

The Executive Assistant is responsible for providing professional, high-level executive administrative support for the Chief Executive Officer (CEO) and additional support for the Chief Operating Officer. The ideal candidate will have excellent interpersonal skills, be detail-oriented and able to multitask. Additionally, you will be inspired to learn and grow personally and professionally and be passionate about making a difference in the lives of families and children in our community.

Primary Duties

- Provide general executive support to the CEO.
- Provide administrative support for the multidisciplinary team and Board of Directors.
- Draft documents/letters.
- Maintain records and files.
- Order and stock office, building, and medical supplies.
- Front desk reception and patient check-in.

Requirements

- High school diploma or GED is required. College degree preferred. Experience with criminal justice or healthcare, juvenile, psychology and/or sociology is ideal.
- Experience and/or training working with medical records is preferred.
- Proficient computer skills using standard Microsoft applications, e.g., Word, Excel, Outlook.
- Able and willing to work as a team member with Liberty House and its partner agencies.
- Must be able to pass a criminal background, DHS Child Welfare Registry and sex offender registry check prior to employment.
- Interest in Liberty House mission.

To Apply:

Please email a cover letter, application, and resume to: HR@libertyhousecenter.org
Attn. Shirlee Sitton.

Open until filled. Priority reviews begin March 12, 2019.

Liberty House is an Equal Opportunity Employer.