

Families Together, Inc.

POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant

POSITION EFFECTIVE: Immediately

REPORTS TO: Executive Director

BASIC FUNCTIONS: The Administrative Assistant, working under the supervision of the Executive Director, performs general secretarial and administrative duties, prepares payroll, routine clerical and typing work. The Administrative Assistant provides assistance and support to the Executive Director in scheduling and agency reports, as required

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Maintains administrative, archival and/or personnel files for organization.
- Analyzes routine operating practices and procedures to include personnel, record keeping, performance standards, workflow, and cost reduction, equipment and supply utilization, etc., to ensure smooth and efficient office operation.
- Obtains, organizes, and drafts technical and administrative materials for public information or organizational use.
- Provides a variety of supportive services as directed by an administrative superior.
- May supervise volunteers and other support personnel.
- At times, the Administrative Assistant will also provide staff back up and support to Board of Directors and volunteers as needed. Other duties as specified.
- Performs other related duties as required.

Call to obtain an application:

Wendy Wellborn or

Connie Zienkewicz

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