



## JOB OPENING

Posted On: Friday, July 28, 2022

## Administrative Assistant

### Position Summary

Garland Oaks seeks to hire a highly organized and detail-oriented Administrative Assistant to assist the Director of Restoration Services maintain smooth and efficient operations within a safe home for DMST female survivors ages 12-17 years.

This position will work daily with the Director of Restoration Services and requires the ability to manage numerous details, in a fast-paced work environment while maintaining a positive and passionate attitude for the mission. A successful candidate will help the Director stay organized, informed, and prepared for the tasks that come from launching one of the first safe homes in the state of Tennessee.

**Start Date:** August 2022

**Hours:** Full Time (40 hours)

**Location:**

Blount County (undisclosed location)

**Organizational Relationships:**

Director of Restoration Services

**Education:** Bachelors Preferred

### Principle Duties

- Assist the Director in the execution of the management plan for assigned projects
- Carry out daily operational tasks in an effective and timely manner
- Answering phone calls in a polite and professional manner
- Organizing meetings, including scheduling, sending reminders, and organizing catering
- Managing calendars, including making appointments and prioritizing the most sensitive matters
- Prepare communication, such as drafting memos, emails, reports and other correspondence
- Write and edit documents from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical
- Performing minor accounting duties related to safe home budget
- Enter information into and manage digital databases
- Collate and distribute mail
- Assist with creating and updating presentations and marketing materials
- Assist in ensuring compliance with necessary specifications
- Oversee relationships with Agency Partners

### Education, Experience, Other Qualifications

#### A. Education

- High school graduate or equivalent, Bachelors Preferred

#### B. Experience

- A minimum of 3 years office experience.



## Administrative Assistant

### C. Character and Skills

- Passion and calling to develop strong relationships with others who are passionate about bringing an end to DMST.
- Excellent interpersonal skills and the ability to maintain a positive collaborative relationship among staff.
- Proficient in Microsoft Suite and other management software
- Willingness to learn basic InDesign software
- Decision-making
- Highly organized and detail-oriented
- Skilled collaborator
- Excels in a high-paced work environment
- Strong communication skills both oral and written
- Ability to multi-task effectively
- Focused and supportive to management at all times
- Self-starter who works well independently
- Adaptable and calm under pressure
- Ability to work under pressure with minimal supervision
- Knowledge of the Department of Children's Services policies and procedures is preferred

### D. Spiritual

- Deep faith in and abiding walk with Christ, understanding of Biblical principles and of the hope, healing, and redemptive work of Christ.
- Growing spiritual life, with the desire to bring honor and glory to the Lord at Garland Oaks as well as outside the home.
- Agreement with and adherence to our Statement of Faith (The Lausanne Covenant).

### E. Other

- Be capable of picking up at least 25 lbs. and climbing stairs.
- Must meet criminal background check requirements.
- Provide Garland Oaks with all appropriate background and clearance documents as required by state and federal laws.
- Once selected, successfully complete the prescribed courses of training.
- 21 years of age at the time of application submission.

### F. Travel

- Must possess a valid Tennessee driver's license.

\*\*This job description in no way implies that the duties listed are the only ones the employee will be required to perform. The employee may be expected to perform other tasks, projects, and training as requested by his or her supervisor.

## To Apply

Submit an application online at [streethopetn.org/careers](https://streethopetn.org/careers)

