

Administrative Assistant

Indirectly Reports to: Executive Director

Directly Reports to: Administrative Director

Status: Full-time, Exempt

Location: 1711 Bailey Avenue, Jackson, MS 39203

Salary Range: Commensurate with experience and qualifications

JOB SUMMARY:

Operation Shoestring is seeking a highly organized and professional Administrative Assistant (AA) to support daily office operations and ensure a welcoming, efficient, and safe environment for staff, families, and visitors. This position plays a vital role in the smooth functioning of the office and programs, providing direct support to the Administrative Director (AD) and assisting the Project Rise Program Coordinator (PC) during afterschool arrival and dismissal.

Qualifications:

- High school diploma or equivalent required
- Prior experience as a front desk or office manager preferred
- Ability to manage multiple administrative tasks in a timely, accurate, and organized manner
- Knowledge of effective office procedures and administrator systems
- Proficiency in MS Office (MS Excel and MS Word, in particular)
- Hand-on experience with office equipment (i.e. computer, scanner, and copiers)
- Familiarity with email/on-line scheduling platforms
- Strong written and verbal communication skills
- Excellent time-management and prioritization abilities
- Detailed-oriented with strong problem-solving skills
- Ability to work effectively in a fast-paced environment
- Creative thinker with a focus on continuous improvement
- Valid Mississippi I.D./driver license and current auto insurance

- Must pass a background check

Primary Job Duties Will Include:

- Greet visitors and answer incoming calls professionally and courteously
- Maintain a clean and welcoming front desk and reception area
- Support scheduling and preparation for meetings and appointments
- Maintain accurate visitor sign-in logs
- Assist program staff with student arrival and dismissal procedures
- Verify pick-up list to persons picking up child to ensure student safety
- Distribute communications and materials to parents and other stakeholders
- Serve as primary contact for deliveries (supplies, food, equipment, etc.)
- Provide general administrative support to staff as assigned
- Collect and distribute mail from the post office
- Uphold a professional and orderly environment, model and encourage appropriate behavior
- Support Administrative Director and Project Rise Coordinator with file organization and maintenance
- Perform additional duties as assigned by Administrative Director

Required Proficiency and Skills:

- Effective verbal and written communication
- Critical thinking and sound judgement
- Time and task management
- Problem-solving and decision-making
- Attention to detail and accuracy
- Initiative and reliability
- Flexibility and adaptability
- Team collaboration
- Integrity and professionalism

- Commitment to continuous improvement

Application Instructions: To apply, please submit both a resume and a cover letter to info@operationshoestring.org

Your cover letter should clearly state your interest in the Administrative Assistant position and highlight your relevant skills and experience.