

Job Title	Executive Assistant
Employer/ Agency	The Darrell Arline Foundation
Job Description	Executive Assistant - Job Description Skills & Requirements * Strong organizational and communication skills required, with attention to detail and maintaining confidentiality of sensitive information Positive, cooperative and conscientious attitude a must Advance skills in Microsoft Word, proficiency in Excel required. Nonprofit background experience is not required. Routine and General Duties Answer phones; gather, open and sort daily mail; monitor and order office supplies. Maintain grant data on grant management database (GIFTS software). Prepare and maintain grant applicants/grant recipients digital files. Scholarship Program Administration Yearly Scholarship Applicant Program: • Keep a record of applications received and organize for Executive Director's review. • Prepare and mail letters and relevant documents to interview finalists. • Set interview appointments for scholarship finalists.
Qualifications	Minimum Qualifications Basic reading, writing, and arithmetic skills required. This is normally acquired through high school diploma or equivalent. Good working knowledge of Microsoft Office desktop applications and telephone protocol. Duties required professional verbal and written communication skills and the ability to type 50 wpm. One to three years of Client Services\Administrative Assistant experience. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Duties and responsibilities
Salary/Hours	Part-Time \$12.00/hour for 25 hour workweek
Employer/Agency	
Address	The Houston Bar Center 723 Main Street Houston, TX 77002 -
City, State, Zip	
Contact Person	Darrell Arline, LMSW
Contact Title	Founder/ Executive Director
Telephone Number	
Fax Number	
Email Address	D_arline@darrellarlinefoundation.org
Application Method	Please email
Opening Date	

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