

Job Title	Executive Administrative Assistant
Employer/ Agency	COALITION FOR BARRIER FREE LIVING (CBFL)/HOUSTON CENTER FOR INDEPENDENT LIVING (HCIL)
Job Description	<ul style="list-style-type: none"> • Assist the Executive Director in the coordination of office management and operational activities by performing varied clerical tasks and administrative support duties. • Routinely handles information of a sensitive and confidential nature. • Receives Executive Director's calls to screen and properly distribute calls, takes messages and answers routine questions. • Receives and directs inquiries or comments regarding services. • Opens, sort, date stamp and distributes mail and outgoing mail. • Assists in completing business management or operation projects based on goals and instructions established by the Executive Director. • Composes and prepares simple and routine correspondences; coordinates agency monthly calendar of events for website and mailings • Maintains agency calendar by scheduling meetings and appointments and making travel arrangements as needed. • May maintain correspondence logs. • Tabulates and prepares periodic funding and special reports. • Gathers and prepares materials and information for staff and business meetings and presentations. • Coordinates meetings by arranging meeting locations, distributing meeting notices, agendas and information, procuring audio/visual equipment, and ensuring proper set-up. • Maintains a filing system for correspondence, reports, documents, complaints, departmental budget information, the Executive Director's financial records, personnel matters, and general information on organization's operations. • May procure necessary supplies and services to include office supplies, telephone and voice mail system, equipment repair and maintenance, office furniture, office forms, etc. • Performs other duties as assigned by Executive Director.
Qualifications	College degree preferred, however, college coursework in work-related discipline with four to seven of work-related years work experience may be substituted.
Salary/Hours	\$2,917.00 – \$3,333.00 per month dependent upon skill level and experience plus benefits

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Address	
City, State, Zip	Houston, TX
Contact Person	
Contact Title	
Telephone Number	
Fax Number	713.974.6927
Email Address	houstoncil@yahoo.com
Application Method	Send cover letter with salary requirements and resume to houstoncil@yahoo.com Attention: Executive Administrative Assistant
Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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