

# SELF ENHANCEMENT, INC.

3920 North Kerby Avenue, Portland, OR 97227-1255  
(503) 249-1721 . . . . FAX - (503) 249-1955

## JOB DESCRIPTION

### Administrative Assistant

The Youth Services Administrative Assistant performs a wide variety of clerical, administrative and special projects for the Director of Youth Services and the Youth Services department. This is a full-time position that reports to the Director of Youth Services. Work hours are 8:30am – 5:00pm.

#### PRIMARY RESPONSIBILITIES

- Manage the daily calendar as appropriate by scheduling appointments, meetings, and special programming.
- Coordinate meetings by preparing agenda, assembling meeting information, arranging meeting location, contacting meeting participants and recording meeting minutes.
- Plan and coordinate travel arrangements for Director of Youth Services.
- Create and distribute SEI activity calendar as needed.
- Clerical duties include composing letters, creating spreadsheets, writing reports and transcribing meeting minutes.
- Screen and direct in-coming phone calls.
- Organize and maintain data and information files pertaining to SEI programming.
- Provide overall office support for the Youth Services supervisors as appropriate.
- Other duties and special projects as assigned.

#### QUALIFICATIONS

- High school diploma or equivalent required. Degree or college level course work in related field desired.
- At least two years of responsible and progressive clerical and administrative support experience.
- Accurately type 65 wpm.
- Experience maintaining an organized high traffic office preferred.
- Must have strong computer skills to include MS Office Suite.
- Must have excellent writing skills to include grammar and punctuation.
- Accurately type 65 words per minute.
- Must have good proofreading, editing and formatting skills.
- Outstanding interpersonal skills with the ability to interface effectively with all levels.
- Ability to handle multiple tasks with varying deadlines.
- Excellent organizational skills with the ability to establish priorities and be flexible when necessary.
- Familiarity with youth services and/or social services environments ideal.
- Ability to handle confidential and sensitive information appropriately.
- Must have excellent organizational skills and must be detail oriented.

#### SALARY & BENEFITS

- \$2,260 – 3,277 per month.
- Paid medical/dental/vision for employee and one-half paid for dependents.
- Paid life insurance and disability insurance (after six month waiting period).
- 125 Cafeteria Plan
- 4 weeks accrued vacation.
- 401(k) Retirement Plan.

**Note: SEI management reserves the right to amend this description at any time.**

Orig. 5/10