



ADMINISTRATIVE ASSISTANT

Date Opened 10/5/2021
Filing Deadline Until Filled
Salary \$30,000 - \$40,000 /Year
Department Tampa Hillsborough Homeless Initiative, Inc.

INTRODUCTION:

Reporting to the Chief Operating Officer (COO), the Tampa Hillsborough Homeless Initiative is seeking a full-time Administrative Assistant to provide executive support in a collaborative working environment of 10-12 employees. The Administrative Assistant serves as the primary point of contact for internal and external constituencies on matters pertaining to the Chief Executive Officer (CEO), Chief Operating Officer, and the organization in general. The Administrative Assistant also serves as a liaison to the executive staff; organizes and coordinates external meetings and relations efforts. The Office Assistant must be creative and enjoy working within a small, super-fast-paced environment that is mission-driven, results-driven, and community-oriented.

Qualified applicants must possess excellent written and verbal communication, administrative, and organizational skills; and have the ability to exercise good judgment in a variety of situations, be team-work oriented, problem solver, and have the ability to maintain a realistic balance among multiple priorities and a variety of complex tasks. The Administrative Assistant will have the ability to work independently on various projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. Applicants must possess computer skills to operate internal/external data-based management systems, Microsoft Office and Outlook; have excellent attendance/punctuality, the ability to prioritize and act on time-sensitive matters, while handling an extremely fast-paced, demanding, and heavy workload.

For more information or to apply please visit:

[\[Indeed Job Link Here\]](#)

MINIMUM QUALIFICATIONS:

A High School Diploma and at least three (3) years of experience, **OR**, an equivalent combination of education, training, and experience. Documentation of academic achievement, applicable licenses, and/or certifications must be submitted by the time of the oral interview. Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, WordPress, Constant Contact, and Social Media web platforms.

License and Insurance: Applicant must possess and maintain a valid Florida driver's license and current vehicle insurance while employed by the Tampa Hillsborough Homeless Initiative, Inc.

The above description is intended to describe the general content, identify the essential functions and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

The Tampa Hillsborough Homeless Initiative, Inc. is an Equal Opportunity Employer.

The Tampa Hillsborough Homeless Initiative does not discriminate by reason of race, sex, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity, and/or expression.

In compliance with the Americans with Disabilities Act, the Tampa Hillsborough Homeless Initiative, Inc. will provide reasonable accommodations to qualified individuals with disabilities.