



JOB ANNOUNCEMENT

Title: Administrative Assistant, Youth Programs

Classification: This is a non-exempt, salaried position.

Reports to: Vice President of Youth Programs.

Description of Tasks and Responsibilities:

This position provides professional administrative support for the Able Trust Youth Programs including High School High Tech, Youth Leadership Forum, Disability Employment Awareness Month (DEAM), and the Internship Initiative. The Administrative Assistant works in concert with other staff to advance the youth programs and the overall mission of The Able Trust. Primary responsibilities include the following.

1. Provide general administrative and clerical support to Vice President of Youth Programs and Youth Program directors;
2. Schedule and coordinate meetings, appointments, and travel arrangements for Vice President and Youth Program directors;
3. Review and maintain files of reports from grantees and consultants. Obtain additional information if necessary.
4. Provide administrative and logistical support for planning and onsite administration of the HSHT Annual Conference, Youth Leadership Forum, Internship Seminars, and DEAM events.
5. Prepare and modify documents including correspondence, reports, drafts, memos, and emails.
6. Some out-of-town travel required (less than 10%).
7. Other duties as assigned.

Educational and Experience Requirements:

- Minimum AA or AS degree or 2 years' administrative support experience.
- Must be computer literate with knowledge of Microsoft Office Suite.
- Strong organizational skills with attention to detail.
- Ability to write, speak, and interact clearly and professionally.
- Effective time-management skills.
- Ability to handle sensitive information with the highest degree of integrity and confidentiality.
- Must have access to reliable transportation including out-of-town travel.

The Able Trust is an equal employment opportunity employer, working out of an accessible and tobacco-free headquarters office, located in Tallahassee, FL. People with disabilities and from other diverse backgrounds are encouraged to apply.

To Apply: Send a current resume and cover letter to:

The Able Trust
3320 Thomasville Road, Suite 200
Tallahassee, FL 32308
info@abletrust.org

Application Deadline: February 24, 2017