

JOB OPPORTUNITY

Executive Administrative Assistant

Mental Health America of the Heartland is seeking a qualified executive administrative assistant. Primary duties include handling correspondence, tracking and data base input, typing and distribution of board reports and minutes, providing general administrative support to the President/ CEO, maintaining agency calendars and performing day-to-day operational tasks. The successful candidate will be self-motivated, compassionate and reliable.

The Executive Administrative Assistant is a part-time (approximately 20+ hours per week; \$11.00-\$13.00/hour based on experience & qualifications) job with working hours routinely scheduled between 8:00am to 4:30pm Monday through Friday. However, some schedule flexibility is possible based on the needs of the agency and hours of operation.

A qualified applicant must

- Possess strong oral and written communication skills
- Build strong relationships and foster teamwork
- Use tact and diplomacy when dealing with co-workers, board members, vendors, contractors and the public
- Maintain confidentiality and use discretion when working with high-level communications and reports
- Demonstrate above average computer skills; proficiency with Micro Soft Office applications (Word, Excel, Outlook and PowerPoint), required; experience using constituent record management software, a definite plus
- Be detail-oriented and able to adapt to changing priorities quickly; expected to accomplish assignments with minimal supervision
- Employ sound organizational and time management principles
- Have high school diploma or GED, required; some post-secondary education is necessary

Mail or hand-deliver cover letter with resume, salary requirement and application (found on-line at www.mhah.org) to:

Mental Health America of the Heartland
739 Minnesota Ave
Kansas City, KS 66101

Attn: Human Resources/ Exec Admin Assist

Job Posting open until position is filled!!

Mental Health America of the Heartland is an Equal Opportunity Employer.