



teen action & support center

2525 W. New Hope Rd, Rogers, AR 72758  
479.636.TASC (8272) | [tascnwa.org](http://tascnwa.org)

### **Administrative Assistant -- Part-time (15 hrs/week)**

Teen Action and Support Center's Administrative Assistant will report to the Director of Therapeutic Services. The ideal Administrative Assistant will have a high degree of professionalism and multiple years of experience. The Administrative Assistant will perform high-level clerical duties to assist with office operations and will provide program support. This position is located in Rogers, AR.

#### **Program Support & Office Administration**

- Oversee calendar and help schedule appointments, meetings, intakes, while also including collaborative partner schedules.
- Assist with counseling and group reminder calls, attendance lists, purchasing snacks, etc.
- Greet visitors, clients, etc. when they arrive and either assist them or connect them with the appropriate person.
- Update and type client session notes.
- Manage administrative functions to ensure smooth and efficient operations of the organization.
- Make intake packets.
- Assist with grant reporting and tracking necessary information.
- Assist with Adult Volunteer documentation in collaboration with the Director of Education & Resources.
- Ensure sufficient supplies are available.
- Ensure the site looks professional and welcoming for the community.
- Answer phones, take messages, check and return messages daily, and update voicemail messages, as needed.
- Sit-in on meetings to document, track follow-ups, to-do's and communicate pending items to ensure appropriate staff is aware.
- Receive packages, inventory donations, and other receivables and notify recipients.
- Organize, maintain, and update the filing system, as needed.
- Ability to prioritize and work on multiple projects.
- Ability to work in team environments.
- Other duties as assigned.

#### **Skills & Abilities Minimum Required:**

Higher education in related field or some college (preferred), 4+ years of administrative experience, some management experience preferred, passion for seeing teens empowered, ability to keep information confidential and work in a confidential environment, organized and punctual, excellent communication skills, a high degree of professionalism, professional dress and demeanor, self-motivated, creative problem-solver, can pass background checks, valid driver's license.

The Teen Action and Support Center is a 501(c)(3) nonprofit organization which offers low-to-no-cost support services to teens and their families. Services include counseling & support groups, mentoring, volunteer service opportunities, innovative programming, and physical resources for teens in need.