



teen action & support center

2525 W. New Hope Rd, Rogers, AR 72758
479.636.TASC (8272) | tascnwa.org

Station Administrator-- Part-time 25 hrs/week

Teen Action and Support Center's Station Administrator will report to the Director of Arts & Culture. The Station Administrator will assist by performing high-level clerical duties, such as taking messages, writing and proofreading correspondence, and handling communications with Station employees.

Program Support and Office Administration:

- Coordinate schedules and team meetings for Station staff and interns, while directly coordinating with all TASC sites.
- Oversee calendar and help schedule appointments, meetings, intakes, while also including collaborative partner schedules.
- Sit-in on meetings to document, track follow-ups, to-do's and communicate pending items to ensure appropriate staff is aware.
- Work with the Station Director to sustain and grow programs and services.
- Answer phones, take messages, check and return messages daily, greet guests and clients.
- Coordinate projects, rentals, and group visits at the site, prep site for tours, meetings, and events.
- Ensure the site looks professional and welcoming for the community.
- Receive packages, inventory donations, and other receivables and notify recipients.
- Ensure sufficient supplies are available, as needed.
- Close the office securely each day, ensuring closing procedures are followed or know who is closing.
- Ability to prioritize and work on multiple projects.
- Ability to work in team environments.
- Track and report data.
- Manage administrative functions to ensure smooth and efficient operations of the organization.

Facilities Management:

- Oversee maintenance, housekeeping, and state of repair of the facility as needed in conjunction with the Director of Operations.
- Coordinate with repairmen or other vendors when needing access to facility.
- Implement a cleaning schedule for staff, to include basic tidying up, keeping storage areas organized, and keeping the kitchen tidy.

Skills & Abilities Minimum Required:

High school diploma or equivalent, pursuing higher education in related field (preferred), 1+ years of administrative duties, some management experience preferred, passion for seeing teens empowered, organized and punctual, excellent communication skills, 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.