

## **OPEN RECRUITMENT**

### ***Job Announcement***

**September 13, 2021**



**Position Title: CNI Administrative Assistant**  
**Department: Choice Neighborhood Initiative**  
**GRANT FUNDED**

#### **SUMMARY:**

Under the general direction of the Choice Neighborhood Initiative Director, the Administrative Assistant is responsible for maintaining operational components for the department, Office Suite and support staff. Responsibilities include coordinating reception activities, inputting data to the CNI database, maintaining and updating calendars and schedules. Prepare monthly, quarterly and annual reports. Provide clerical support to the director and team.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.*

1. Assist with updating and the relocation tracker into the computer system.
2. Schedule and prepare notices for monthly and quarterly meetings
3. Prepare and distribute monthly and other reports
4. Answer telephone and direct calls accordingly
5. Provide administrative support for the Director and the Choice Neighborhood Initiative team including scheduling appointments, preparation of materials, meeting logistic support and other organization support.
6. Maintain contact information for relocated residents (target population of CNI).
7. Order supplies and coordinate repairs to office equipment as directed, needed and or required.
8. Effectively communicate resident concerns, issues and questions to team members.
9. Assist the Workforce Coordinator in the development and implementation of goals, work plans, and continuous improvement of service delivery to assist in attaining the department initiatives and goals, agency missions through the spirit of service, teamwork and respect.
10. Perform other related duties as assigned and or required.

#### **EDUCATION AND/OR EXPERIENCE:**

Two years' studies in an accredited college or University majoring in business skills to include Micro Soft Office Suite, and computer/data entry. Four (4) years of general administrative experience performing responsible clerical and office management duties or an equivalent combination of education and experience.

Employee must possess a valid Texas driver's license or acquire within the first 30 days of employment and be eligible for coverage under FWHS's fleet auto insurance

