



Job Description for Administrative Assistant for Orangeburg County First Steps

Part-time/Contract Position

Under the supervision of the Executive Director for Orangeburg County First Steps partnership the Administrative Assistant's responsibilities include but are not limited to: answering the phone, coordinating direct mailings, coordination of meetings/events, maintaining agency website & social media platforms, coordinating program enrollment/in-take, transcribe meeting minutes (board, staff, etc.), filing, manage office equipment inventory and supply orders.

The successful candidate must have the following qualifications:

- Highly motivated, flexible and eager to learn
- An Associate's Degree or related work experience
- Ability to work independently;
- Must have a valid driver's license, reliable vehicle and liability insurance (mileage reimbursed);
- Experience with data collection and entry;
- Ability to apply computer skills as necessary, including but not limited to Microsoft Office, Outlook, and Google;
- Must be able to pass a criminal background check and
- Have a good understanding of social media and the local community.

To apply for this position please e-mail a cover letter, resume and unofficial transcript to krjenkins@orangburgfirststeps.org by December 17, 2020. NO PHONE CALLS PLEASE.