



ADVERSE CHILDHOOD EXPERIENCE (ACE) AWARENESS FOUNDATION

Administrative Assistant

Position Description

ABOUT THE ACE AWARENESS FOUNDATION

The Adverse Childhood Experience (ACE) Awareness Foundation, established in 2015, is helping to transform communities by promoting policy and practice that supports the healthy development of children. The Foundation is working to: (1) create a Greater Memphis community—and catalyze a statewide movement—that understands the deep and long-lasting impact that childhood trauma can have across the life span and (2) support innovative strategies that prevent toxic stress or lessen its negative effects on children and their families. The Foundation's signature initiative is its Universal Parenting Places — UPPs. These judgment-free zones are places where parents can go for help with family-related issues and concerns, both big and small. They receive professional counseling, information, emotional support, and referrals; participate in stress-reduction exercises, parent-child activities, and discussion groups; and build social support networks that extend far beyond the walls of the UPPs.

ABOUT THE POSITION

We are looking for an experienced **Administrative Assistant** with excellent management, verbal, and written communication skills to ensure that the Foundation's day-to-day office operations run smoothly. The successful candidate will be a resourceful, organized problem solver who will support a Foundation staff of six and a range of consultants, performing a variety of administrative tasks efficiently in a fast-paced environment.

ESSENTIAL JOB FUNCTIONS

- Answer phones, provide information, and connect callers to the appropriate staff person
- Generate memos, emails, and reports
- Assume responsibility for the maintenance of all office equipment, including computers, copy machines, the phone system
- Maintain office supplies by checking inventory and ordering items, as needed
- Schedule appointments and update the Foundation calendar
- Make travel arrangements

- Compose/proofread correspondence
- Improve and maintain the filing system
- Greet and provide general support to visitors
- Review and improve office policies and procedures
- Uphold a strict level of confidentiality
- Perform other appropriate duties as assigned

QUALIFICATIONS

The ideal candidate is hard working, eager to learn and contribute to a small team, responsive to direction and feedback; and able to work independently. She or he will possess the following:

- High school degree
- Proven work experience as a secretary, personal assistant, or an administrative assistant
- Excellent verbal and written communication skills
- Computer literate and technologically proficient in standard word processing and spreadsheet applications (i.e., the Microsoft Office Suite of Word, PowerPoint, and Excel); experience with Prezi is a plus
- Ability to analyze and revise operating practices to improve efficiency
- Superior organizational and time-management skills, attention to detail, and the proven ability to help drive multiple projects to completion
- Analytical and critical thinking skills as well as the ability to use good judgment, take initiative, and make recommendations for resolving problems and providing support to staff

BENEFITS OFFERED

Major benefits include paid time off, health and dental insurance, and paid parking.

HOW TO APPLY

We are a small team, so no phone calls, please. Only email applications will be accepted. Applicants must submit the following:

1. **Cover letter** addressed to Executive Director Renée Wilson-Simmons that succinctly describes how you meet the qualifications being sought, why you want to work for the ACE Awareness Foundation, your salary history, and where you learned of the position
2. **Resume** that contains your contact details; a list of your key skills; education, with dates; employment history and volunteer work, with dates; and technical/software skills. If you have language proficiency other than English, please note, including your level of proficiency.

Due to the pace of the search, candidates are encouraged to apply as soon as possible. We appreciate the time and effort required to submit a thoughtful application, and your submission will be acknowledged via an email message confirming receipt. The ACE Awareness Foundation is an equal opportunity employer that supports diversity in all aspects of its work and will consider all qualified applicants without regard to race, ethnicity, religion, sexual orientation, age, gender identity, or disability. To learn more about the Foundation, please visit our website at <http://aceawareness.org/>.