



Executive Assistant Position Description

Looking for a flexible job that brings loads of experience and rewarding opportunities! Consider the position of an Executive Assistant at Parents and Children Advance Together (PCAT)!

PCAT is a non-profit after-school reading program in Tampa's inner-city of Sulphur Springs. Our mission is to assist underserved children and their parents to gain self-sufficiency by providing a structured and supportive environment which allows them to acquire the knowledge and skills necessary to maximize their academic and social abilities; and by providing an atmosphere for spiritual growth and awareness.

The ideal candidate is confident in handling a wide range of administrative and executive support related tasks and will be able to work both independently and with other members of the team.

This person must be well organized, reliable and enjoy the administrative challenges of supporting a small organization of diverse people and program initiatives.

The ability to interact with staff, students, and partners in a learning environment, remaining flexible, proactive, resourceful and efficient, with a certain level of professionalism and appropriateness is crucial to this role. Good written and verbal communication skills, strong decision making ability and attention to detail are equally important.

Experience working in non-profits and knowledge of the Microsoft programs is helpful, but probably not necessary; however, the ability to wear many hats and injecting your own creativity and enthusiasm into the program is a must!

PCAT is looking to fill a position, but most importantly to complete a team. This position can grow and develop with your inspiration, prior knowledge, and willingness!

(See page 2 for contact information and additional details)



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PAID POSITION:

Discuss pay with Executive Director

Work Hours (flexible, will work around classes):

Monday – Thursday

1 p.m. – 5:30 p.m.

Sometimes from home

General Description (always subject to change):

Maintaining databases

Record Keeping

Creating marketing materials

Assist in planning events

Assist with partnership programs

Taking care of administrative needs of the program and Executive Director

Position available until filled

If interested and for more information please contact:

Christene Worley, Executive Director

universitycommin@msn.com or (813) 949-0109

or

Theresa Sharkey, Current Executive Assistant

Theresa_sharkey@yahoo.com or (609) 204-4177