

The Contingent Job Announcement Administrative Assistant, AR Branch

Opportunity Summary:

Do you have a continual growth mindset to develop and improve existing processes and to enhance program efficiencies? Do you have the ability to prioritize and execute tasks on the fly? Are you a written word grammar nerd? Do you enjoy problem solving when schedules change, or challenges arise? Are you comfortable, competent, and confident with software and operating systems?

If you read this position description and are filled with a wholehearted, "YES! I'm in!" We would love to hear from you!

The Administrative Assistant role is a unique opportunity for an individual who is poised to assist the Executive Director of The Contingent Arkansas in innovating new program solutions and efficiencies. The ideal candidate possesses strong written and verbal communication skills, demonstrates attention to detail, commitment to excellent customer service, and a drive to learn and grow in their skillsets. In line with The Contingent's central commitment to equity and radical hospitality, the Administrative Assistant will work within the Every Child Arkansas team to communicate essential information to diverse populations, efficiently meeting crucial and specific initiative needs through the lens of excellence, empathy, and compassion.

Duties and Responsibilities

- Provides information by answering questions and inquires
- Provides administrative support to ensure efficient office operation
- Answers phone calls, schedules meetings and supports visitors
- Makes travel arrangements as needed
- Maintains inventories of office supplies
- Writes and distributes reports and communications as needed
- Organizes and schedules appointments.

Education and Experience:

- Associate degree required, Bachelor's degree in related field preferred.
- Three to five years of experience in an administrative role

Knowledge, Skills, and Abilities:

- Experience in successfully working with a diverse group of constituents utilizing multi-cultural intelligence, intentional listening, appreciation, and respect.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.
- Excellent external and internal communication skills
- Excellent written and verbal communication skills
- Excellent organizational skills including attention to detail and multitasking skills.
- Strong working knowledge of Microsoft Office

Personal Qualifications:

- Commitment to the mission of The Contingent, including [Every Child](#), and [The Script](#).
- Possess cultural and emotional intelligence and the ability to work with a diverse group of leaders.
- Demonstrates a passion for operational, technical, and customer experience excellence.
- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth, and families.

Employment Terms:

- Full Time (40hrs) exempt annual salary offered at a range of \$33,000 - \$36,000 (estimated total compensation \$40,400 - \$44,000) doe.
- Comprehensive benefits including premium medical, vision, and dental insurance (covered 100% for employee and partially (80%) for spouse and/or dependents) generous paid holiday, (19 days), vacation, sick, personal, and parental leave.
- This position is in Little Rock, Arkansas
- The Contingent has a flexible work model that supports a blend of in-office, remote and on-the-go workers.
- We have team members located in multiple time zones. To facilitate collaboration, core hours for this position are 9-2 pm PST (6-11 am HST, 11-4 pm CST, 12- 5 pm EST).
- This position will be expected to work within The Contingent's hybrid work policy (2-3 days in the office, 2-3 days from home)
- The Contingent is in a position to model other-centered love in action. This is our primary driver. We accept our leadership responsibility to one another. As of October 1, 2021, The Contingent requires all employees to be vaccinated.
- Legally eligible to work in the United States

Anticipated Start Date:

November 27,2024

Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.

Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest (Please include how you heard about the position)
2. Resume
3. Three references including:
 - o First and Last name
 - o Role
 - o A brief description of their relationship to you
 - o Contact Information (email + phone number where they may be reached)

Application materials should be emailed with a subject line containing “**Administrative Assistant, AR Branch**” to hire@thecontingent.org



******"Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At The Contingent we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles."***

All employment at The Contingent is "at will" and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.

Equal Opportunity Employer