



KENAI PENINSULA

Graduation Really Achieves Dreams

Project Grad Kenai Peninsula

JOB TITLE: Administrative Assistant

SALARY: \$22-\$25/hr plus benefits (DOE)

REPORTS TO:

Project GRAD Kenai Executive Director

LOCATION: Homer

JOB DESCRIPTION:

The Administrative Assistant will work closely with the Executive Director and the Project GRAD team. This person will assist with daily organizational and office coordination tasks such as purchasing, scheduling, preparing and distributing incoming and outgoing mail, supplies inventory, special events planning, communications, data organization, social media, outreach, and general support for administrative staff. The Administrative Assistant will support the organization's mission and vision, core values, commitment and will participate in ongoing learning, innovation, and collaboration.

Qualifications – The successful applicant will demonstrate:

- strong written, interpersonal, and verbal communication skills
- organizational skills and attention to detail and planning
- willingness to work independently; self-motivated
- flexibility and ability to adapt to unanticipated shifts
- knowledge of Microsoft Office Suite
- Clear background check
- Preferred experience within a non-profit

Starting salary depends on experience. Position may require some evening and community based scheduling. Occasional travel to rural communities.

Application Process:

Submit resume, three professional references, and cover letter describing related work experience and qualifications for the position. Position is open until filled.

Applications will be accepted via mail to PO Box 1725, Homer, AK 99603, or email to jbeck@kpbsd.k12.ak.us

PO Box 1725, Homer, AK 99603 (P) 907-235-1062 (F) 907-235-5536
www.projectgrad.org