



## Executive Assistant / Communications Coordinator

Not to exceed 30 hours per week

**Salary: Starting \$18.82 per hour**

**FLSA Classification: non-exempt**

**Open: March 31, 2017**

**30 hours per week / 52 weeks per year**

**Closed: When Filled**

**SUMMARY:** Reporting to the Executive Director (ED), the Executive Assistant / Communications Coordinator is responsible for providing administrative support and coordinating the day to day activities for the Executive Director. The preparation and dissemination of correspondence and written communications, maintaining files, preparation of Board of Directors materials and meeting minutes are among the major responsibilities of this position. Additionally, the Executive Assistant/ Communications Coordinator will serve as the key contact for CAPC 's internal and external communications, including the annual report, press releases, and newsletters.

**EDUCATION / EXPERIENCE:** An Associates' degree required / Bachelor's degree preferred. Current significant experience as an Executive Assistant or Office Administration Professional may be used in lieu of degree requirement.

**OTHER QUALIFICATIONS:** Applicants must have a current Florida Driver's license, reliable transportation, satisfactory criminal records check for abuse and neglect, negative TB skin test, drug testing as required and state required minimum vehicle insurance and uninsured motorist insurance. Applicants must meet all Dept. of Children and Families requirements for employment.

MS Office testing is required. A communications work sample (flyer/newsletter, etc.) will be required for candidates that are selected for an interview.

**PHYSICAL DEMANDS:** This position requires the employee to be in a seated position. However, at times they may be required to stand for long periods of time. The employee must be able to lift 40 lbs. Ability to bend and reach into file cabinets. Extensive keyboarding is required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

If interested in applying, please complete the attached employment application and return to Human Resources by the closing date. For more information, contact David Powell, HR Director, 850-438-4021 or email [d.powell@capc-pensacola.org](mailto:d.powell@capc-pensacola.org).

Community Action Program Committee is an EOE and participates in E-Verify.

