



Promoting the healing of people impacted by crime and trauma

## **Announcement**

### **Administrative Assistant**

#### **General Job Description**

VOI's Administrative provides clerical support to Executive Director and other staff, maintains office supplies and equipment, answers the telephone and directs calls and help with special events. Additionally, he/she may assist with some bookkeeping (QuickBooks) and/or Social Media and Marketing.

The Candidate for this position must be proficient in Microsoft Office Suite (Excel, Word, Publisher and Power Point) and have the aptitude and willingness to learn other programs as needed. The ideal candidate would be creative, organized and have excellent writing skills. The willingness to accept new tasks and assignments with a positive attitude, initiative and accuracy are a must.

Excellent teamwork and communication skills are required. Flexibility with regard to occasional overtime is a plus.

Victim Outreach Inc. (VOI) is a Non-Profit Organization that works with police in Jefferson County to provide support services to victims of crime and trauma. Confidentiality must be maintained and a criminal background check is required.

#### **Job Qualification**

Associate Degree Administrative Assistance/Secretarial Science or equivalent training/experience which provides required knowledge and skills (word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management and report preparation). Experience with special events, QuickBooks and interest social media/marketing a plus.

Part-time position \$16 per hour starting salary, 25-30 hours per week – Vacation, sick leave, holidays. Send Letter of Interest and Resume by Friday, April 17, 2015 to VOI, PO Box 18941, Golden, CO 80402 or to [vexline@msn.com](mailto:vexline@msn.com).