

# COMMUNITIES Unlimited

## Job Description

**Position:** Administrative Assistant  
**Immediate Supervisor:** Director of Environmental Services  
**Mission Focus:** Environmental Services  
**Location:** Fayetteville, AR

### Summary of Position

The Administrative Assistant is responsible for providing clerical and administrative support for the Director of Environmental Services. The Environmental Services program at CU provides technical assistance, training and information to small communities with respect to the provision of safe drinking water and the sanitary disposal of waste water. CU is the southern regional partner in the national Rural Community Assistance Partnership (RCAP). CU is one of six regional non-profit organizations that together form the RCAP network and together provide these services in all states and U.S. territories. The Assistant collaborates with program staff in all seven states and is expected to provide excellent customer service while providing administrative support for program operations.

Successful incumbents possess excellent oral and written communication skills; are organized; enjoying paying attention to details; work well under competing deadlines and enjoy using Microsoft Office software and other Window-based computer resources to support a variety of projects/tasks.

### Education/Certification Requirements

A high school degree or GED is required.

### Experience/Skills Requirements

A minimum of 6 months of work experience is required.

Proficiency in computer use, including Microsoft Office suite (Outlook, Word, Excel and PowerPoint) is required. Applicants will be required to demonstrate proficiency in use of at least two of the Microsoft Office suite programs from the list above.

The ability to keyboard at 36 words per minute with 96% accuracy is required. Keyboarding proficiency beyond the requirements is preferred. Prior data-base entry/use experience or 10-key experience may be preferred.

Travel may be required, as conditions allow, to occasional CU staff meetings or other occasional conferences/meetings. Travel by air, train, bus or personal vehicle may be required. When travel is required, travel expenses are reimbursed according to corporate policy.

**Summary of Essential Job Duties**

- Daily monitoring of communication (e.g. email, voice, phone calls, letters) and directing messages to appropriate parties and/or responding.
- Assists with drafting and proof reading various documents including, and not limited to: reports, correspondence, training materials, or narrative for grant applications.
- General clerical support (e.g. filing – both electronic and paper-based records, scanning, copying)
- Provides administrative support for program staff located in 7 states for a wide variety of activities and/or projects as assigned by the Program Director.
- Data entry and data review in a cloud-based database used to track program operations is a regular and routine duty. The ability to keyboard efficiently is required to perform this duty. Excellent keyboarding and 10-key experience, or prior data-base entry experience is beneficial.
- Schedule and organize routine activities such as meetings, travel arrangements for Director, tracking of activity deadlines and sending reminders for pending deadlines or past due deadline, etc.
- Punctual and regular attendance is critical to ensure continuous availability of support.
- Special projects, and other duties as may be assigned from time to time by program director.

**Tools Used in Job**

Computer, internet, smart phone, web-based databases for data-entry, Microsoft Office suite including Outlook, Word, Excel and PowerPoint is required. Use of additional software for project related activities may be required.

**Work Environment**

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

**FLSA Classification:** Nonexempt