**Administrative Assistant Opening!**

Are you an energetic, highly organized, and detail-oriented professional looking to utilize your exceptional administrative skills? If so, we have the perfect opportunity for you as our Administrative Assistant. Join the KACS team, a group of highly dedicated and committed professionals working hard every day to improve our community.

**Responsibilities:**

* Manage the daily operations of the office, ensuring smooth workflow and maximum productivity
* Provide administrative support to the leadership team, including scheduling appointments, managing calendars, and coordinating travel arrangements
* Prepare and distribute meeting agendas, take detailed notes, and distribute meeting minutes
* Assist with the creation and maintenance of various office procedures and policies
* Manage and maintain electronic and physical filing systems, ensuring all records are organized and easily accessible
* Serve as the primary point of contact for incoming calls, emails, and visitors, providing excellent customer service
* Perform various clerical duties, such as data entry, proofreading, and document formatting
* Collaborate with cross-functional teams to support various projects and initiatives

**Requirements:**

* Minimum of 3 years of experience as an Administrative Assistant or in a similar role
* Exceptional organizational and time management skills, with the ability to prioritize tasks and meet deadlines
* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
* Strong written and verbal communication skills, with the ability to interact with all levels of the organization
* Excellent problem-solving and critical thinking skills
* Demonstrated ability to work independently and as part of a team
* Flexible and adaptable to changing priorities and environments

**KACS offers the following benefits for full-time employees:**

* Health Insurance Plan
* Dental Insurance Plan
* Employee Assistance Plan
* $20,000 Life Insurance Plan
* SIMPLE IRA Retirement Plan (KACS matches up to 3%)
* Partial Cell Phone Reimbursement
* Generous paid time off, along with 12 paid holidays

If you possess the skills and experience outlined above, we encourage you to apply for this exciting opportunity. Join our dynamic team and contribute to the success of our organization.

Please email a cover letter, resume, 3 professional references, and a diversity statement to: Leah Reynolds, *Executive Director*,   
[Leah@KACSImpact.org](mailto:Leah@KACSImpact.org).   
No calls, please.