

Lena Pope is accepting applications for Receptionist/Administrative Assistant. Interested candidates should email a cover letter, resume and submit an on-line application to [applications@lenapopehome.org](mailto:applications@lenapopehome.org). EOE

#### **EXTERNAL JOB POTSTING**

**POSITION TITLE:** Receptionist/Administrative Assistant

**GROUP:** Executive

**SUPERVISOR:** Chief Operating Officer

**POSITION FUNCTION:** Responsible for incoming phone calls and front desk reception duties. Promotes an environment of cultural competency and responsiveness for children, families, and stakeholders. Performs general secretarial and administrative duties for the Executive Office and Human Resources including:

- Preparing scheduled and special reports and tabulations according to general directions
- Representing Lena Pope through telephone and personal contacts
- Coordinating special projects
- Delivery and pick up of various materials and/or correspondence

**QUALIFICATIONS:** At least one year administrative assistant experience is required. College degree preferred. Bilingual preferred. Other qualifications include:

- Excellent human relations skills
- Strong oral and written skills
- Good judgment and decision making
- Ability to organize, coordinate and multi-task
- Ability to assess the urgency and importance of situations and take appropriate action
- Computer skills (Microsoft Office)

**PRIMARY LOCATION:** 3200 Sanguinet Street, Fort Worth, Texas 76107