

# Nollie Jenkins Family Center



25 Glendale Street  
Durant, MS 39063  
(662) 653-0124

[Nollie Jenkins Family Center \(NJFC\)](#)

July 2023

## PART-TIME ADMINISTRATIVE ASSISTANT

### Overview

The pay rate is \$10 per hour. Work schedule is Monday-Friday with alternating times between 10:00am-2:00pm and/or 11:00am-3:00pm. The Administrative Assistant will be responsible for the daily operation of the organization. This position reports to Executive Director.

### Requirements

- Must have transportation to and from work
- Handle mail, phone calls, emails, faxes
- Maintain logistics on staff
- Maintain an up-to-date database for all program areas and constituents
- Maintain personnel files
- Prepare mailings
- Create publicity materials
- Maintain employees time sheets and worklogs
- Prepare data for accountant
- Monitor and order office supplies and any other materials
- Organize and maintain office equipment
- Keep files in an orderly manner
- Book travel for staff and other accommodations
- Identify training needs necessary or growth and development in performing job more effectively
- Check organization emails daily
- Other duties as assigned

Email resume to [janice@nolliejenkinsfamilycenter.org](mailto:janice@nolliejenkinsfamilycenter.org) and/or [info@nolliejenkinsfamilycenter.org](mailto:info@nolliejenkinsfamilycenter.org)

For questions or more information call (662) 653-0124