



## **OFFICE AND TECHNOLOGY ASSISTANT**

The Office and Technology Assistant is an invaluable asset to the Executive Director and direct provider staff and will be responsible for a wide range of important duties. This is a full-time, 37.5 hours per week, salaried position, plus a Health Reimbursement Account (“HRA”), paid holidays and Paid Time Off.

Salary range is \$38,000 – \$45,000 with a 90-day probationary period.

Minimum Requirements: HS diploma required; some college preferred. Must be proficient in Office365, Word, Excel, PowerPoint and have a working knowledge of website maintenance. Experience with Mailchimp or Constant Contact preferred. Other duties as needed.

### **I. Position Description:**

The position of Office and Technology Assistant plays an important role in assisting with the daily operations of Exchange Club Family Center, a small but mighty child abuse prevention agency founded in 1991 in Jacksonville, Florida. As part of a much larger network of Exchange Club-sponsored nonprofit agencies across America, the Office and Technology Assistant provides support to a staff of approximately 10-12 individuals, with primary responsibility to the Executive Director and the Parent Aide Program Director.

### **II. Qualifications:**

Minimum of a High School diploma or GED, experience working with various Microsoft programs, experience maintaining/updating a website and a working knowledge of Mailchimp or Constant Contact. Ability to maintain and organize files and data required for monthly contract compliance reports. This is a Monday thru Friday position, 37.5 hours per week, performed on-site in the agency office. This position includes maintaining records on Excel, updating the agency’s website, assisting with special events which includes, at a minimum: registering individuals and businesses for the event; preparing content for brochures and programs; assisting the Board of Directors and agency volunteers with duties related to a large special event. The ability to use and guide fellow staff members with Office365 programs is an integral part of this position, requiring patience and proficiency in all programs related to Office365.

### **III. Duties/Responsibilities:**

- The primary duty of this position is to provide technical assistance to case managers who work directly with families at locations throughout a four-county area of NE

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Florida. The Technology and Office Assistant must maintain confidentiality in all matters related to this important work with families.

- Maintaining data for the agency is the responsibility of this position, as well as improving and/or developing methods of data collection to enhance reporting.
- Occasional errands outside of the office may be necessary (mileage is reimbursed) and providing basic administrative assistance to fellow staff, board members and volunteers.
- Answering a low volume of incoming calls, relaying messages, etc.
- Ordering supplies for the office, as needed.
- Providing technical assistance for any project or program reporting requirements.
- Updating the website.
- Creating/managing a monthly agency newsletter on Mailchimp.
- Other duties as may be required.

All employees of the Exchange Club Family Center must complete a background screening as required by the Florida Department of Children and Families and must provide proof of COVID-19 vaccination or exemption from same, prior to employment. Must have a valid driver's license, reliable transportation and proof of current automobile insurance.

**To apply for this position**, please email your resume' and cover letter to [BAlexander@exchangeclubfamilycenter.com](mailto:BAlexander@exchangeclubfamilycenter.com) .