

Junior Achievement of the Chisholm Trail, Inc.
6300 Ridglea Place, Suite 400 Fort Worth, TX 76116

Position Description

POSITION TITLE: Education Administrative Assistant
REPORTS TO: Vice President of Operations
POSITION CONCEPT: Coordinates and manages all daily administrative tasks for the education department
STATUS: Part time, 20-25 hours a week

PRIMARY RESPONSIBILITIES:

- Provide the Education Department staff with clerical and administrative support.
- Maintain accurate records in database on all teachers, principals, schools, volunteers, businesses and classes.
- Maintain adequate supplies i.e. program brochures, folders for marketing packets, labels, etc.
- Print assignment letters for education managers.
- Compile training packets for education managers.
- Mail program materials to returning volunteers.
- Input evaluation information into database.
- Assist with submission of Class Registration forms.
- Assist with other tasks as needed.
- Must be proficient in Microsoft Office to include Word, Excel and Power Point.

SEND COVER LETTER AND RESUME TO:

Lisa Cox
Vice President of Operations
lcx@jafortworth.org
817-731-0838

DEADLINE FOR APPLYING

July 1, 2010

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an *at-will* relationship.