



JOB TITLE: Administrative Assistant

SUPERVISED BY: Operations Manager

TIME COMMITMENT: Part-Time (On-site only)

Organization Background: The Park Adoption Community Center is the post-adoption arm of CCAI, a licensed 501c3 non-profit charitable organization. CCAI exists to find loving and permanent homes for abandoned/orphaned children, to offer humanitarian assistance to orphans around the world, and to provide lifelong cultural, educational, and emotional support for adopted individuals and their families. Founded in 1992, CCAI is one of the world's leading international adoption agencies and has helped realize more than 13,200 children's dreams forever families in all fifty U.S. states and fifteen countries. CCAI believes that the completion of an adoption is just the beginning of an agency's responsibility to adoptees and their families. The Park exists to provide lifelong resources that help empower and nurture adopted individuals and their families to grow and thrive through community connection, cultural awareness, and outreach programs.

Job Goal:

This position ensures that all The Park spaces, contractors, and team members are ready and steady for all events. The Administrative Assistant is the heart of our The Park team and the warm, professional, first contact for all callers and visitors to The Park. Working closely with all programming staff, the Administrative Assistant is responsible for managing all administrative and logistical tasks at The Park and ensuring that all internal and external customers receive quality and timely support in a professional and friendly working environment.

QUALIFICATIONS:

- A.A. or equivalent
- Excellent written and verbal communication skills
- Highly organized and detail-oriented
- Passionate, positive personality
- Highly motivated, self-directed and has ability to handle multiple tasks
- Basic computer knowledge and comfortable with computer applications
- Creative minded and quick problem-solver
- Love for children and personal belief in adoption and adoption support; a strong advocate for the support and wellness of the adoption community.

RESPONSIBILITIES:

- Provide general administrative support, including but not limit to tracking, producing and submitting expense reports, tracking and reporting event registrations, scheduling and tracking external bookings, scheduling travel and accommodations for seasonal volunteer teams and trainers/presenters, and other duties as required.
- Address all requests with respect and in a timely manner.
- Ensuring excellent advance preparation and diligent follow-up for all meetings, events, workshops, and trainings, internally and externally.
- Anticipate community event logistic needs and prepare materials/supplies in advance.
- Diligent documentation and follow-up for donations, sponsorships, and collaborations.
- Supervise all The Park in-house volunteers and interns.
- Serve as the voice of The Park, personal, professional, warm, and knowledgeable about The Park mission, vision, values, and work.