

- be self-motivated and able to work with a minimum of supervision.
- direct the work of others, when applicable.
- relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level.
- understand, uphold, and continue working toward accomplishing the mission, strategic goals, and performance measures of the agency.
- organize and maintain accurate record-keeping and reporting.
- recognize emergency situations or areas needing resolution and take action when necessary.
- lift a minimum of 40lbs.
- work independently and also collaboratively with a team;
- coordinate a variety of projects simultaneously;
- plan, organize and facilitate events and projects;
- maintain a positive work environment.
- travel using own vehicle;

Education Required:

Bachelor's degree is required.

Experience Required:

At least three years of experience with: maintaining data, reports, and other administrative duties.

Experience working with a diverse clientele.

Experience working in a fast-paced environment.

Experience in an educational environment is00000912(al)7iep/F1 nRuh000091e0.00000912 0 62 92 reW* nBT/F1 9.96f1 0