

Northern Nevada  
250 South Rock Blvd., Suite 116  
Reno, NV 89502

Southern Nevada  
3275 E. Warm Springs Rd.  
Las Vegas, NV 89120



## JOB ANNOUNCEMENT

**POSITION AVAILABLE:** Administrative Assistant

**SUMMARY OF POSITION:** Under the direction of the Administrative Coordinator, the Administrative Assistant provides support services to insure the smooth operation of NCEDSV offices. Responsibilities include: clerical support (phone, fax, copying and correspondence) for all areas of the organization; assistance with daily bookkeeping; data entry, including that which is related to managing agency grants; maintenance of the office filing system, office equipment and office supplies; and, facilitating meeting logistics and travel arrangements.

**QUALIFICATIONS:** AA degree in Business Administration or related field or two years equivalent work/volunteer experience in an office environment. Computer literacy and proficiency with MS Office Suite and strong organizational skills required. Applicant must have reliable transportation and be willing to use for work related purposes. Non-profit background preferred. EOE.

**SALARY/HOURS:** Full-time, 40 hrs a week. 9-5 p.m., M-F  
\$14.00 to \$16.50 per hour to start DOE.

**CLOSING DATE:** Applications must be received by 5:00 p.m. on Friday, October 6, 2017. **A one-page statement of interest must be included with resume in order to be considered.**  
Position open Wednesday, November 1, 2017.

**LOCATION:** Reno, NV

**FOR MORE INFORMATION:** Contact office at 775-828-1115; e-mail your cover letter and resume to [hr@ncedsv.org](mailto:hr@ncedsv.org), or fax to 775-828-9911.