

## Administrative Assistant

Want to make a difference? Fahe is on a mission to eliminate persistent poverty in Appalachia. Our unique collaborative model connects a Network of local, regional, and national leaders, all working together to uplift our nation's rural places. Since our inception in 1980, the Fahe Network has served more than 450,000 people, made \$703.5 million in direct investments, and achieved a total cumulative financial impact of over a billion dollars in Appalachia.

### **Job Summary:**

This part-time position is responsible for serving as Administrative Assistant for the Executive Office and the Hamburg Office Suite. Responsibilities include providing administrative assistance to the team, maintaining a professional, welcoming environment in the Hamburg Office, ordering and maintaining office supplies, coordination of requests with the Oak Street Staff (HR/IT), and providing administrative support to the Chief Executive Officer/ President.

### **Essential Duties and Functions:**

- Provide daily support for President/CEO, including monitoring of email, scheduling calendar, and general administrative support.
- Work closely with Chief of Staff to the CEO to make progress on work for the Executive Office.
- Provide support and management for office needs at our Hamburg Office.

### **Requirements for this position include:**

- Minimum 5 Years of experience in a professional environment
- Ability to work well both in a team environment and self-driven work
- Excellent communication skills, written and verbal
- Outstanding interpersonal skills
- Ability to work independently and collaboratively
- Strong organizational skills with strict attention to detail
- Self- motivated
- Professional demeanor
- Knowledge and proficiency working with MS Office applications

### **Preferred Education and Experience:**

- Bachelor's Degree is preferred
- Administrative experience is preferred



Fahe is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our organization's mission of eliminating persistent poverty in Appalachia. We offer a diverse work environment with competitive salaries and excellent benefits. Visit [www.fahe.org](http://www.fahe.org) to learn more about Fahe. Voted one of KY's Best Places to Work for 2017 and 2018.

Qualified candidates may submit a resume and cover letter to [hr@fahe.org](mailto:hr@fahe.org) or mail to Fahe/ATTN: Human Resources; 319 Oak Street; Berea, KY 40403.