

Posting Information

Position Title: Administrative Asst. **Position Type:** Full Time Employment

Position Location: Utah County, Utah **Position Pay:** \$14.42 – 16.82 (S6)

Hiring Manager: Melissa Shepard | hr@yuniquefoundation.org | 385.345.4556

Mission Statement

We inspire hope in women who were sexually abused as children or adolescents through healing retreats, survivor communities, and online resources.

We empower parents to protect their children from sexual abuse through education and online resources.

We bring the epidemic of abuse into the light through public dialogue and social awareness.

Qualifications

We are seeking an administrative assistant to assist in the following:

- 1) general office administrative tasks and support,
- 2) assistance with team projects,
- 3) assistance with delegated tasks from the Executive Director and Office Manager.

Educational/Professional Requirements

- A High School Diploma or equivalent

Experience Requirements

- 2 years of employment experience

Responsibilities

- Fielding telephone calls
- Receiving and directing visitors
- Word processing and editing
- Spreadsheet compilation and organization
- Assisting with events
- Internet research
- Time management and organization skills for handling multiple teams and projects