

Posting Information

Position Title: Administrative Asst. **Position Type:** Full Time Employment
Position Location: Utah County, Utah **Position Pay:** \$15.00 – \$21.63 DOE
Hiring Manager: Melissa Badger | hr@youniquefoundation.org | 385.345.4556

Mission Statement

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

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

We make it safe to openly discuss sexual abuse through community dialogue and social awareness.

Qualifications

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

- 1) general office administrative tasks and support,
- 2) assistance with team projects, and
- 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 in an office support role

Responsibilities

- Time management and organizational skills for handling multiple teams and projects
- Fielding telephone calls
- Receiving and directing visitors
- Word processing and editing
- Excel spreadsheet compilation and organization
- Assisting with events
- Internet research
- Bilingual is a plus