

# Administrative Assistant (Training)



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If you are interested in applying, please submit a cover letter and resume to Sarah Chesley, via email – [sarah.chesley@cswfl.org](mailto:sarah.chesley@cswfl.org)

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- Children's Network of Southwest Florida, LLC does not discriminate based on race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of SWFL is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.

## **General Purpose of Position (Full job description will be provided upon interview)**

Assist the Staff Development Director and Training Specialists with overall operations, communication, internal and external schedules, correspondence, meetings, and projects.

## **MINIMUM REQUIREMENTS**

### **Education / Experience / Certification**

- ◆ High school diploma or general education degree (GED) required
- ◆ Minimum of two (2) years of previous administrative or secretarial office experience
- ◆ Strong organizational skills and problem-solving abilities
- ◆ Ability to establish and maintain positive working relationships

### **Essential Duties and Responsibilities**

- ◆ Reports to and manages workload with the Staff Development Department
- ◆ General administrative duties to include filing, scanning, faxing, copying, and mailing.
- ◆ Manages projects as required
- ◆ Coordinate departmental meetings
- ◆ Produces training materials
- ◆ Produce and maintain meeting agendas, minutes and reports for distribution
- ◆ Performs other related duties and projects, as required
- ◆ Other duties may be assigned as special projects may be requested

### **Certificates, License, Registrations, background checks, drug screens**

- Valid driver's license required, a clean driver's license check (required), and proof of insurance
- Drug Screening is required
- Children's Network participates in E-Verify
- Criminal background screening mandatory (local law enforcement / FBI / FDLE, and Abuse Registry)

If you are currently an employee of Children's Network of Southwest Florida, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, prior to applying

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