

Missouri Community Action Network seeks an Administrative and Membership Assistant. Candidates must have a desire to make a difference helping people and changing lives by supporting Missouri's Community Action Agencies. The Administrative and Membership Assistant, in a team environment, is responsible for assisting the Executive Director in all aspects of the general administration of the Network's business affairs; providing data entry for and maintaining the Network's membership database; preparing and distributing membership information; preparing meeting packets; recording and producing accurate minutes of meetings; submitting lobbyist reports; researching information as requested; proofreading all printed materials; and serving as a backup to the Office Assistant.

Essential skills include an energetic & committed individual who is detail oriented, has excellent organizational skills, outstanding verbal and written communication skills, able to prioritize and manage multiple projects effectively, is flexible in a fast paced environment, has knowledge of MS Office applications, and ability to operate standard office equipment. The ideal candidate will have post high school training required in college, vocational, technical, or business school plus five years' experience in an office environment. This position is based in Jefferson City and involves limited travel, mostly in-state. We offer a competitive salary, excellent benefits package, and a rewarding work environment. Complete the application at www.communityaction.org/our-team and submit along with your resume via email to info@communityaction.org by May 16, 2017. Successful candidates will be submitted thru E-Verify. EOE