Position Title: Non-Profit Office Assistant

Community Service Partner: Mission Waco/World, Inc.

Job Description:

POSITION SUMMARY - General help in the front office with various admin or program needs. Some projects will be outdoors or at other program sites. Must have 2-3 hours blocks of time to work. The work is during the weekdays. MUST BE ELIGIBLE for FEDERAL WORK-STUDY. This is off-campus employment, so reliable transportation is important.

FUNCTIONS OF THE POSITION - Computer Work, phone work, run errands, general clerical work.

REQUIRED HARD SKILLS - General office skills such as answering the phone, knowledge of office equipment, written communication, work well with others. Excel and Word skills are a plus.

REQUIRED SOFT SKILLS - Work well with office staff, a team player. Good communication skills.

LEARNING OUTCOMES - Grow in listening, speaking, and creative problem solving skills due to the wide variety of phone calls and people who come through the main office. Increase office skills through use of computer, phone system, and office equipment. Grow as a team member, giving/receiving feedback, following through on assigned responsibilities.

Hourly Rate: $10.00 - $10.50/hour (depending on new or returning student worker status)

Apply for Position: Please attach and email your application materials (application form, resume, and cover letter) to office@missionwaco.org.

Please DO NOT send application materials to Student Employment.