

# THE SALVATION ARMY ALASKA DIVISION

“Doing the Most Good” is the Salvation Army’s distinct identifiable message. It is a promise we make to all--- contributors, clients, associates, and officers. It is also a promise to our employees to do the most good by offering a greater sense of purpose in their work, by providing training and mentoring opportunities, and by offering pay and benefits that allow employees and their families to feel secure in their futures.

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## POSITION VACANCY ANNOUNCEMENT

### Executive Administrative Assistant- DHQ Women’s Ministries

Date Posted: 03/17/2014

Closing Date: Open Until Filled

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The Executive Administrative Assistant works with the Women’s Ministry Department assisting the Divisional Director of Women’s Ministries, Divisional Women’s Ministries Secretary, and Divisional Community Care Ministries Secretary with all of the business of the Women’s Ministries in the Alaska Division. The position performs a wide variety of detailed and advanced administrative duties as well as provides office management for the Annex to the primary Divisional Headquarters location. Assignments are performed with some independence that require the exercise of sound judgment and decision making, but remains in conformance with established office policies and guidelines.

#### Minimum Qualifications:

1. Associates Degree or specific vocational education in business, office administration, or a closely related field. Five years of upper level administrative work experience, one year of which is in an office manager or similar role.
2. Proficiency with computers and Microsoft Word, Excel, Access, and Publisher.
3. Strong proofreading and editing skills; thorough knowledge of correct grammar and punctuation; ability to organize and prioritize tasks while working cohesively and collaboratively with co-workers, supervisors, visitors, vendors, and clients.
4. Ability to maintain regular and punctual attendance and to demonstrate professional conduct at all times to include absolute adherence to confidentiality standards.
5. Current Alaska driver’s license with acceptable driving and criminal history reports.

To apply for this position, please visit our website at [www.salvationarmy.org/alaska](http://www.salvationarmy.org/alaska), download and complete the application, and fax to 907-276-2612 or drop off at 143 E. 9<sup>th</sup> Avenue, Anchorage, AK 99501. Please attach your resume or CV to the completed application form. If you need assistance or accommodation to apply for this position, please contact Human Resources at 907-339-3435.

The Salvation Army is an Equal Opportunity Employer



DOING THE MOST GOOD™