



**Job Title:** Administrative Assistant  
**Department:** Office Administration  
**Reports To:** CEO  
**Status:** Full-Time Exempt

The Administrative Assistant provides administrative support to the Office Manager and other members of the executive team. This includes a variety of tasks such as answering and directing phone calls, scheduling appointments and meetings, preparing and distributing documents, managing calendars and email, taking dictation and transcribing documents, filing and organizing paperwork, ordering office supplies, making travel arrangements, greeting and assisting visitors, and providing customer service.

### **Responsibilities:**

- Answer and direct phone calls in a professional and efficient manner.
- Schedule appointments and meetings and ensure that all participants are notified and prepared. (virtual and In-person)
- Prepare and distribute documents, such as letters, memos, reports, and presentations.
- File and organize paperwork in a way that is efficient and easy to find.
- Order office supplies as needed.
- Make travel arrangements for team members.
- Greet and assist visitors in a professional and courteous manner.
- Provide customer service to internal and external customers.
- Other administrative tasks as needed.
- Update Athlete medicals, releases, and volunteer releases in an efficient manner
- Run background checks on all class A volunteers
- Update contact information for all key stakeholders
- Update UCS contacts
- Assist with various opportunities through our Unified Champion Schools Program, Sports Program, Health, and Young Athletes, as needed.
- Manage and Maintain the Storage Facility
- Be a service leader for the staff.
- Be a team leader for our organization.

### **Qualifications:**

- High school diploma or equivalent.
- 1-3 years of experience in an administrative role.
- Strong written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and as part of a team.
- Excellent time management and organizational skills.
- Ability to learn new software and systems quickly.
- Attention to detail and accuracy.
- Discreet and professional demeanor.



**Benefits:**

- Competitive salary and benefits package.
- Opportunity to work in a fast-paced and dynamic environment with a fun team.
- Chance to learn and grow in your career.
- Collaborative and supportive team environment.
- Opportunity to make a difference in the lives of others.

If you are a highly motivated and organized individual with strong administrative skills, we encourage you to apply for the Administrative Assistant position. We offer a competitive salary and benefits package, a chance to learn and grow in your career, and a collaborative and supportive team environment. We look forward to hearing from you!

Please send a cover letter and resume to Terri Weir, CEO, Special Olympics Arkansas.  
terri@specialolympicsarkansas.org

**About Special Olympics Arkansas**

**Mission:** The mission of Special Olympics Arkansas is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for all children and adults with intellectual disabilities giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills, and friendship with their families, other Special Olympics athletes, and the community.

**Purpose:** Special Olympics Arkansas is an organization that unleashes the human spirit through the transformative power and joy of sport, every day around the state. Through programming in sports, health, education, and community building, Special Olympics Arkansas is changing the lives of people with intellectual disabilities, and solving the global injustice, isolation, intolerance, and inactivity they face. Special Olympics Arkansas is providing opportunities for more than 19,500 athletes and 16,000 volunteers in all counties across the State of Arkansas.

**Diversity, Equity, And Inclusion Statement:** Diversity, Equity, and Inclusion are at the heart of all that we do at Special Olympics Arkansas. We strive to promote unity and create a world where everyone belongs. We value, celebrate, and respect all differences, backgrounds, and perspectives and understand that greater diversity and inclusion create a stronger and more innovative organization that delivers better results as we work with the athletes in all communities.