Main Office
405 N. Elm Street, Lumberton, NC 28358
910.277.3500 scapnc.org

Title: CSBG Administrative Assistant

Status: Non-Exempt

Terms: Permanent Full Time

Department: CSBG

Reports To: Southeastern CSBG Director

Essentials Duties and Responsibilities:

- Provide administrative support to program staff, including scheduling meetings, managing calendars, and handling correspondence.
- Maintain accurate and up-to-date records of waitlist to include denials
- Assist with the preparation of reports, presentations, and other program materials.
- Coordinate and organize program events, workshops, and training sessions.
- Respond to inquiries from potential participants and the public, providing information and assistance as needed.
- Manage office supplies and equipment, ensuring that resources are available
- Perform data entry and maintain databases related to program activities and outcomes.
- Support the development and implementation of program policies and procedures.
- Collaborate with other team members to ensure effective communication and coordination of program activities.

Qualifications

- High school diploma or equivalent; associate or bachelor's degree preferred.
- Proven experience in an administrative support role, preferably in a non-profit or social services setting.
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.

- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Ability to work independently and as part of a team.
- Strong interpersonal skills and a commitment to providing high-quality customer service.
- Knowledge of community resources and social services is a plus.

Equal Opportunity Employer