

Date: October 7, 2021  
Position: Administrative Assistant  
Type: Part-time (24 hours per week)  
Location: Memphis, TN  
Salary: \$15 per hour

The Central U.S. Earthquake Consortium (CUSEC) is a nonprofit organization based in Memphis, Tennessee. CUSEC supports earthquake planning, awareness, and risk reduction activities for communities and states within the central and eastern region of the nation. We are currently seeking to fill the position of Administrative Assistant. This is a part-time position, planned for four days per week at six hours per day. The position is a temporary to permanent position with a 90-day probationary period.

**Responsibilities:**

- Providing administrative and clerical support to staff and organization.
- Making meeting travel/lodging arrangements for CUSEC staff and outside attendees.
- Supporting meeting planning tasks such as printing, name badges, participant registration/rosters, hotel/meeting venue coordination, etc.
- Maintaining filing systems, including document organization and scanning.
- Updating and maintaining multiple contact lists, calendars, and webpages.
- Transcribing meeting minutes/notes.
- Greeting and providing assistance to visitors.
- Answering and directing phone calls.
- Managing incoming/outgoing mail and shipping/receiving.
- Keeping office supplies and facility supplies stocked.
- Arranging and scheduling building repairs and maintenance services and other services, such as water delivery, pest control, landscaping, plumbing, etc.
- Updating asset inventory.
- Other administrative duties as assigned.

**Requirements:**

- 3-5 years' experience as an administrative/executive assistant.
- Professional demeanor and good telephone manners.
- Excellent written and verbal communication skills.
- Working knowledge of office equipment such as computers, printers and copiers, and knowledge of office systems and procedures.
- Proficiency in Microsoft Word, Excel, and Outlook.
- Experience in WordPress or content management system a plus.
- High school diploma minimum, Associates Degree or higher preferred.

Interested candidates should send a resume and letter of interest to [cusec@cusec.org](mailto:cusec@cusec.org) by October 31, 2021. No phone calls please.