



**Executive Administrative Assistant Boca Raton, FL
Faulk Center for Counseling**

The Faulk Center for Counseling is a not for profit agency that provides free and low-cost individual, group, and family counseling to ethnically and culturally diverse people of all ages. Faulk Center for Counseling mental health services are provided by volunteer mental health professionals and interns/graduate students through our premier training program. Situated in sunny Boca Raton, the Faulk Center provides employees with a challenging and rewarding place to work.

About the Job:

Provides administrative support for the Clinical and Training Director and the clinical team, including preparing reports, creating and editing correspondence, attending and tracking clinical meetings and preparing training materials. Respond to client calls when necessary and handle difficult clients and stressful situations in a calm and composed manner. Handle general office work including record keeping, file maintenance and receptionist duties when needed.

Qualifications and Requirements:

- Proficient in MS Office (Word, Excel, PowerPoint, Outlook)
- Excellent communication and writing skills
- Superior organizational skills
- Time management skills with the ability to handle multiple responsibilities and set priorities. Ability to work independently
- Bachelor's degree from a four-year college; or two to three years related experience, or equivalent combination of education and experience.

Pay, Benefits and Work Schedule:

The Faulk Center for Counseling offers competitive salaries including a full benefits package with a matching retirement fund. Day hours plus one evening per week.

The Faulk Center for Counseling does not discriminate on the basis of race, color, religion, gender, age, sexual orientation, national origin, socioeconomic status, disability, or veteran status in its programs, admission practices, and conditions of employment. The Faulk Center's policy is that all placements and employment decisions are to be based on job qualifications and performance. Further, the institution will make every effort to provide reasonable accommodation to otherwise qualified disabled applicants and employees.

**Applicants should send a statement of interest and resume to
jobs@faulkcenterforcounseling.org.
NO PHONE CALLS PLEASE**

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:
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