Position Announcement

**Position:** Administrative Assistant

**Agency:** Nevada Afterschool Network (NAN), Nevada Institute for Children’s Research and Policy (NICRP), UNLV School of Public Health

**Schedule:** Full-time, 39 hours a week, 8-5
Starting Immediately to September 30, 2024 (Potential extension available)

**Pay:** $42,000 Annual Salary

**Description**

NICRP and NAN are looking to hire a position to carry out administrative tasks to support general workforce functioning and organization. An administrative assistant will: (1) provide support to ensure efficient operation of the office space, (2) exhibit polite and professional communication via phone, e-mail, and mail, (3) coordinate project meetings, (4) support team in completing project goals, and (5) other duties as assigned. **Applicants must be able to work on-site in Las Vegas from the hours of 8am-5pm Monday to Thursday, 8am-4pm Friday.**

**Tasks of this position may include:**

- Performing administrative duties such as filing, typing, copying, binding, scanning, etc.
- Monitoring emails and answering/directing phone calls.
- Assisting in organizing and recording meeting notes related to working projects.
- Occasionally attending outreach events in both indoor and outdoor settings.
- Maintaining supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Contributing to team effort by accomplishing related results as needed.

**Relevant past experience may include, but is not limited to:**

- Strong people skills and an ability to relate to diverse groups and individuals.
- Prepare communications, such as emails, invoices, reports and other correspondence
- Creating and maintaining filing systems, both electronic and physical
- Proficiency in Microsoft Word, PowerPoint, and Excel.
- Ability to conduct thorough searches for public data.
- Event planning and execution.
- Working collaboratively with team members to address existing project requirements.
- A strong work ethic, self-motivation, and dedication to system change to benefit children and youth are very important.
**Work Environment**

These positions are open to any individual residing within the state of Nevada; relocation to Las Vegas is required. Benefits commensurate with Letter of Appointment employment benefits provided by University of Nevada, Las Vegas including: Health Insurance, Grant-in-Aid tuition assistance, and Retirement Contributions. NAN offers a family friendly work environment that also provides flexibility and PTO. The work environment is mostly indoors and climate controlled with moderate noise levels as found in office settings. Occasional attendance at outreach events or meetings around the community can include both indoor and outdoor settings.

**The Difference You Will Make**

Improve the lives of children and families living in Nevada by using rigorous community-based research, evaluation, advocacy, and collaborative partnerships to guide public policy and program development.

**Commitment to Diversity**

NICRP celebrates diversity, equity, and inclusiveness. NICRP believes in a world that is inclusive in approach and where equal opportunities and equitable outcomes exist for all. We are committed to developing and supporting a diverse, equitable, and inclusive community, where all faculty, staff, and students create and feel a sense of belonging. By fostering an open and welcoming work environment, our faculty, staff and students are able to collaboratively learn, work, and serve our community.

We embrace individual uniqueness along a number of social dimensions, including, but not limited to: race, ethnicity, and national origins; gender and gender identity; sexuality; class; disability; age; military, economic, and immigration status; geographic location; language and linguistic ability; and religion. We are especially committed to increasing the representation of populations that have been historically excluded from and marginalized in education, employment, housing, and vital public resources.

**To Apply**

Please email a cover letter and resume to:

Amanda Haboush-Deloye, Executive Director
Nevada Institute for Children’s Research and Policy
Email: Amanda.Haboush@unlv.edu
Phone: 702-895-1040

Please include “Full name – Administrative Assistant Position” in the subject line.