

Title: Administrative Assistant

Level of Effort: Full-time (40 hours)

Starting Salary: \$40,000

Location: Mineola, Texas

Description of role: The Administrative Assistant is responsible for executing a variety of support tasks to ensure Clover's efficient operations. This position will support Clover's projects, departments, and staff, while also performing duties that sustain the day-to-day clerical operations of Clover.

Duties will include, but are not limited to, the following:

- Performing a variety of administrative tasks to ensure efficient operations of the office
- Performing a variety of clerical tasks in support of Clover's projects, departments, and other staff
- Monitoring inventory of necessary supplies and placing supply orders
- Scheduling and coordinating regular office services such as lawn care, pest control, and housekeeping
- Scheduling meetings and taking meeting minutes
- Answering phone calls and greeting and directing visitors
- Booking travel arrangements
- Maintaining contact lists
- Preparing communications, such as memos, emails, invoices, reports, and other correspondence
- Other related duties as assigned

Required Education/ Experience:

- High school diploma or GED
- Experience working in an administrative support position in a professional environment
- Excellent written and verbal communication
- Demonstrated organizational skills
- Proficiency in Microsoft Office, email systems, and adaptability in learning new software

Clover Benefits: Clover offers a benefits package to employees which includes health insurance, retirement, funding for professional development, reimbursed travel expenses, flexible remote working and time off policies, and generous family and medical leave policies.

About Clover: Clover Educational Consulting Group, Inc. is a 501c3 non-profit corporation based out of Mineola and Austin, Texas. The founders of Clover are doctoral-level licensed psychologists with specific expertise in research, administration, policy, program development, and education and training. Clover is governed by a Board of Directors and retains a network of consultants with expertise in topics related to training and healthcare. The Mission of Clover Educational Consulting Group, Inc. is to improve the mental health of the community through advances in policy, workforce and training.

To Apply

Send a Cover Letter and Resume to:

hire@clovered.org

1009 N Pacific Street
Mineola, Texas 75773
(512) 494-4556

Clovered.org

@CloverEdConsulting   