



**Administrative Assistant for
Insure Central Texas and Community Tax Center programs**
Seasonal Position: August 2018 – January 2019

Foundation Communities is a national leader in providing innovative financial stability programs. Our services include free tax preparation, health insurance enrollment, college support services, financial coaching, money management, and special savings programs.

The Insure Central Texas (ICT) and Community Tax Centers (CTC) programs are looking for a motivated, detail-oriented, fast-learner to assist primarily in the hiring, onboarding, and successful orienting of our seasonal staff in preparation for each program's upcoming enrollment/tax season. This administrative assistant will work with both programs, adjusting hours dedicated to each program according to the programs' hiring timelines. [The ICT program begins hiring in August, training in September, and its Open Enrollment Period is November 1st through December 15th. The CTC program begins hiring in September, training in December, and the tax filing season is from late January to mid-April.] The administrative assistant will work closely with, and report to, the ICT and CTC program managers. This is a temporary, seasonal position beginning August 2018 through January 2019, with the possibility of extending through April 2019. The position is part-time (20 hours per week), and the pay rate is \$15/hour.

Job Responsibilities

- Support each program's hiring process by reviewing resumes and processing applicant paperwork, creating seasonal employee folders and ensuring they are always well-organized and up-to-date, scheduling interviews, checking applicant references, managing a hiring spreadsheet for each program, following up with applicants not hired, supporting the onboarding process by confirming orientation and training dates, and generally keeping all applicant and process data organized and complete.
- Coordinate between ICT and CTC programs and HR to ensure both the individual applicant processes and the overall hiring season for each program is conducted smoothly and efficiently. Identify any gaps in communication or process flow and troubleshoot accordingly.
- Assist in other operations tasks and projects for each program as needed (e.g. assisting in set-up and preparing materials for staff trainings, supporting program and site operations for the tax program once hiring for the season has been completed).

Required Qualifications

- Excellent skills using MS Word, Excel, Outlook, and Internet
- Strong organizational skills and attention to detail
- Ability to work with integrity under pressure, prioritize multiple tasks, and meet all deadlines
- Ability to communicate effectively and work productively across programs and in a team environment
- Available to work a flexible schedule and commute to multiple work sites
- Committed to strict confidentiality and privacy of sensitive materials and exercise utmost discretion

To Apply: Please send resume, cover letter, and three references to resumes@foundcom.org. Enter "ICT/CTC Administrative Assistant" in the subject line. In your cover letter, please specify your availability (in both weekly schedule and number of hours available). **Deadline to Apply: July 27, 2018. Applications will be reviewed on a rolling basis, and a hiring decision may be made before the application deadline.**

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation & gender identity.