



Office Secretary

JOB TITLE: Temporary – Office Secretary

PROGRAM: N/A

LOCATION: Wichita, KS

PROJECT PAY: \$11/hour – 5-10 hours/week

Length of temporary assignment

ongoing/as needed

Schedule Needs

5-10 hours weekly

M-F – some weekends during programs

Role Description

The Down Syndrome Society of Wichita (DSSW) is an organization that provides programs, services, resources and tools to individuals with Down syndrome. Under direction of the Executive Director, the Office Secretary will assist in office duties and tasks, as assigned. The Office Secretary will be an energetic, creative and a focused person. This person may work directly with individuals with Down syndrome and their families. This person will work in all aspects of DSSW organizational needs, including emails, phone messaging, letter-writing, and scheduling.

Job Functions include, but not limited to:

- Positive respectful communication with DSSW staff and those served
- Monitoring a programming calendar
- General program oversight including preparation, phone calls, scheduling, onsite visits, etc.
- Assisting in current programming
- Assisting with database clean-up
- Solicitation of volunteers for upcoming programs
- Maintaining an organized and structured environment
- Light clean up and program preparation

The successful candidate will fulfill the following requirements:

- Strong multi-tasking skills- have an understanding of Down syndrome and those with special needs
- A friendly, energetic and outgoing personality
- Strongly motivated and ability to have positive interactions with others
- Ability to respond effectively to escalated or tense situations
- Timely
- Strong communication skills
- Strong observational skills
- Must demonstrate ability to be tactful and assertive

- Organizational skills
- Proficient in Microsoft office programs including Excel and Word

Requirements

Must be 18 years or older

Must pass a background check

Must have dependable transportation and a valid driver's license

Working Conditions

Indoor and outdoor working conditions. Ability to provide assistance for light physical exercise and involved activities.

Submission Guidelines

Provide a current resume

Provide two references. Email submissions to hr@dsswichita.org or mail to 9415 E. Harry, Ste. 405, Wichita, KS 67207. All submissions must be received by May 17, 2019.

The information provided is a general overview of the contracted position. It is not intended to provide a comprehensive description of all job duties and assignments.