



IGNITING HOPE TO END SEXUAL EXPLOITATION

Now accepting applications for

Administrative Assistant

Location: Valiant Hearts Headquarters- Colleyville, TX

Status: Full Time (Part-Time opportunities considered)

Compensation: Inquiries welcome. Please email careers@valianthearts.org

Benefits: We understand that trauma work can take its toll, so we offer Paid Time Off, Self-Care Time, and Telehealth Services (dependent upon eligibility and job classification).

Organization Summary:

Valiant Hearts is on a mission to ignite the hope that can end sexual exploitation. We offer holistic help and customized care through emergency housing, support groups, mentorship, education, and more!

Since 2011, we've served over 450 women from the Dallas-Fort Worth area and are one of few organizations providing stabilization for women in crisis. Our goal is to walk alongside survivors of exploitation and trafficking as they begin a journey of healing and restoration. We want these brave women to know that we are with them for the long haul!

Who are we looking for?

We are searching for a strong, competent administrator to join us on the front lines of igniting hope to end exploitation. The Administrative Assistant is a central part of our organization and MUST possess the drive, dependability, and an impeccable attention to detail to help take this high-performing team to the next level of greatness.

The Administrative Assistant helps to maintain an efficient office environment while providing ongoing support for the staff. This person creates a warm, inviting atmosphere that should always reflect the culture and core value of Valiant Hearts. Managing the processes and systems of the day-to-day operations is an essential part of the Administrative Assistant's job function.

We are looking for someone who is not easily deterred by the challenges of a fast-paced environment and can remain calm and perform well under pressure. Our next Administrative Assistant needs to be self-directed and resourceful, and who will find energy from helping the team succeed in carrying out its mission.

Should you apply?

1. Does your heart sing when you organize a space or process data? Do you geek out in an office supply store?
2. Are you task-oriented but people-centered?
3. Working with a vulnerable population can create unique challenges that vary from one day to the next. Can you thrive in a fast-paced, ever changing environment?

If you answered “yes” to these questions and possess the attributes, experience, and skills required to excel in this position, we encourage you to [apply!](#)

Required Attributes:

- Detail-Oriented
- Highly focused multitasker
- Self-Starter
- Tech-Savvy
- Team player who can work independently
- Highly organized and efficient
- Calm and works well under pressure
- Professional yet Personable
- High Emotional Intelligence

Position Requirements:

- Associate's Degree (preferred)
- 3-5 years of Administrative or Clerical experience
- Experience with Google G-Suite and web-based applications

Primary Areas of Responsibility:

- Create and maintain a welcoming environment for guests, staff and clients
- Ensure that office equipment and supplies are well stocked and in working order
- Make purchases for the office, staff, programs and special events as needed
- Manage the the calendaring, event scheduling, and travel arrangements for senior staff
- Update website and team calendars
- Manage the donor and volunteer management system and ensure accurate data entry
- Ensure that registration and data entry is processed before, during and after events
- Check and respond to email inboxes
- Answer and direct incoming phone calls and voicemail messages
- Check mailbox
- Print and effectively execute official letters, correspondences and labels for the organization
- Maintain organized files and records for the organization
- Track purchases and expenses for the office and events
- Provide ongoing support for the Executive Leadership and Staff

To Be Considered For Employment

Complete the [Employment Application](#).

Submit signed copy along with your résumé and 2-3 professional references to careers@valianthearts.org or P.O. Box 92511, Southlake, TX 76092.