



Now accepting applications for

Administrative Assistant ([full job description here](#))

Location: Valiant Hearts Headquarters- North Richland Hills, TX

Status: Contract-to-Hire (Part-Time 28-32 hours)

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 heal, restore and empower sexually exploited women through compassionate and customized care. We offer holistic help and healing through emergency housing, support groups, mentorship, education, and more!

Since 2011, we've served sexually exploited 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 models the culture and core values of Valiant Hearts. Balancing the processes and systems of the day-to-day operations, in addition to cultivating relationships with people is an essential part of the Administrative Assistant's job function.

We are looking for someone who is a positive, solutions-generator committed to creating calm in the midst of change. Additionally, the Administrative Assistant performs well in a fast-paced and transforming environment. Our next Administrative Assistant is a self-directed and resourceful individual who finds energy and joy 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
- Intuitive Initiator
- 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
- Update website and team calendars
- 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
- Maintain organized files and records for the organization
- Track purchases and expenses for the office and events
- Provide ongoing support for the Finance and Operations Directors

To Be Considered For Employment

Complete the [Employment Application](#).

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