

Friends For Life

Position Available

Administrative Assistant

Description

Friends For Life is the oldest and largest HIV/AIDS service organization in the Mid-South. A comprehensive array of services are provided including transitional and permanent supportive housing, rent and utility assistance, transportation to medical appointments, HIV testing, HIV prevention, Prevention for Positives program, Wellness University, Positive Living Center, Drop-in Center, Resource Library, Food Pantry, empowerment groups, case management, Leadership Development Institute, and Feast For Friends, a congregate meal program. This position will assist with Human Resource, Contract Management and Evaluation.

Potential Projects

- Work directly with the Operations Coordinator to assist with maintaining HR training and certification for all staff
- Assist with contract management system
- Assist the Evaluation Consultant with data entry of evaluation tools

Time Commitment

12 hours/week

Skills Needed

- Able to lift 25 lbs.
- Able to climb stairs
- Be able to work independently and think quickly
- Able to multi-task in a fast paced environment
- Computer savvy
- Good follow through commitment

Contact

Gina R. Fortner, Operations Coordinator (901)272-0855 ext.223

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email preferred