

**Uniting Parents  
Administrative Assistant Position Available**

*The Coalition of Health Services, Inc. is seeking a full-time administrative assistant for the Uniting Parents program in the Amarillo office. The primary purpose of this position is to provide direct administrative support to the Program Director of Uniting Parents and assist with the everyday functions.*

- Associate degree in a related field or High School diploma with experience is acceptable
- Must have good verbal and written communication skills
- Must have excellent organizational and time management skills
- Ability to exercise good judgment and discretion in handling confidential information
- Must be self-motivated with the ability to work efficiently and independently
- Must be able to effectively prioritize responsibilities
- Works daily with the program director to ensure efficient operation of programs
- Assist with the development of workshops, events, and meetings
- Must have good computer skills and software knowledge of Microsoft Office Suite-Excel, Word, PowerPoint, spreadsheets, social media, etc.
- Must display a working knowledge of office practice, filing systems, letter composition, format, and public relations
- Bilingual preferred but not necessary
- Minimum of (2) years of experience in an office setting
- Experience in working with the public and with individuals with disabilities
- Must be able to sit for prolonged periods of time while performing data entry, taking minutes, or attending meetings
- Must have dependable transportation for occasional travel

*Contact Maria Garcia, M.Ed. at [maria.garcia@cohs.net](mailto:maria.garcia@cohs.net) or 806-337-1700 x212 for information regarding the pay rate. Download an application at: <http://www.cohs.net/job-opportunities>.*