



Career Opportunity at SPSFNWA Administrative Specialist

Do you want to join a dynamic team of non-profit professionals passionate about helping single parents? We might have just the job for you!

Single Parent Scholarship Fund of NWA, located in Bentonville, is hiring an **Administrative Specialist**.

The Administrative Specialist is the organization's first impression to the public, especially when guests visit or call the office. The Administrative Specialist will work closely with the organization's senior leadership. This role may require but is not limited to, performing general clerical tasks, communicating with and greeting office guests, responding to phone calls and emails, handling mail and other correspondence, and managing office equipment and supplies.

Work Schedule

- 32 Hours per week
- Monday-Thursday 8:00am-4:30pm
- (Occasional Evening Hours)

Great Benefits

- Fully vested 401K with employer contribution at 6% (no employee contribution required)
- Half Day Holiday Pay: 15 Days Observed
- \$13-\$17/per hour

Application Process

- Please send your resume to tyler@spsfnwa.org
- Explore the position description at www.spsfnwa.org/careers
- All finalists for the position are subject to a full background screening

Equal Employment Opportunity

SPSFNWA allows all employees and applicants equal employment opportunities without regard to race, color, religion, national origin, sex, age, disability, political affiliation, sexual orientation, marital status, or veteran status, and as otherwise required by federal and state laws. This policy applies to all terms, conditions, and privileges of employment including, but not limited to, recruitment, hiring, training, placement, promotion, transfer, benefits, compensation, layoff and recall, disciplinary action, social and recreational programs, employee facilities, termination, and retirement.