



The Family Crisis Center currently has an opening for an **Executive Assistant**. This is a full-time position that under the direction of the Executive Director will provide administrative support and perform clerical functions for the management team and agency. Must be a highly motivated individual with superior organization and time management skills that possesses the ability to multi-task. The ideal candidate will have a high school diploma or GED with a minimum of three years clerical experience. Knowledge of Microsoft Office Suite a must. Non-profit experience preferred. Please submit your completed job application and resume to [wburranwset@suddenlinkmail.com](mailto:wburranwset@suddenlinkmail.com). If you have questions, please contact Whitney at 936-639-1681.