



Administrative Assistant

Pathways Youth and Family Services is seeking a full-time **Administrative Assistant** for our office and youth ranch located in **Mountain Home, Texas**, which is west of Kerrville. This position works on-site, Monday – Friday, 8:00 am – 5:00 pm. This position facilitates the efficient operation of the youth program and will support the program’s supervisors, managers, and administrator with completing administrative assignments and transporting youths to appointments and day trip outings.

3H Youth Ranch uses the power of nature as a tool to build new purpose, strengthen character, and personal integrity in young men ages 11 – 17 years. The balance of wilderness living and activities, coupled with classroom and vocational education, creates a positive environment for boys to grow emotionally, intellectually and physically. The philosophy of the treatment program is based on teaching basic living and socialization skills, building self-esteem and encouraging behaviors patterned after the aims and ideals of Scouting.

Are you ready to join a team that's on a mission to change the lives of children and families? Want to be part of a movement that values compassion and empowerment?

3H Youth Ranch operates under Pathways Youth & Family Services, which is headquartered in Kerrville, TX with locations in Abilene, Dallas, Austin, San Antonio and Houston. Providing foster care and adoption services to over 10,000 children since 1992, Pathways' mission has become a reality. The organization has fulfilled its vision of thriving children, resilient families, and strong communities enduring for generations. True to its name, Pathways provides a path for youth and families to receive a comprehensive network of services through the following 4 vital programs: Foster Family Care, Adoption Services, Mosaic Behavioral Health and Residential Care.

What you will be working on (essential duties not limited to the following):

- Answer and transfer phone calls. Screen calls and take messages when necessary.
- Schedule appointments and maintain calendars.
- Greet and direct visitors to the appropriate location of the campus.
- Maintain filing systems (both physical and electronic files), scan documentation and place in the appropriate electronic file, or send in email, as requested.
- Enter data into various electronic records systems, as requested.
- Track and upload training data in Relias LMS.
- Retrieve information from records, email, minutes, and other documents.
- Prepare communication such as memos, emails, correspondence, and respond to email inquiries. Prepare reports from various databases, as needed.
- Assist the Office Manager with maintaining office supplies, coordinating maintenance of office equipment, recording expenses and the use of petty cash, and preparing and submitting purchase orders, as requested.
- Assist with checking, sorting, and relaying mail to appropriate individuals as needed.

- Assist with fax correspondence, and retrieve incoming faxed documents and route them to the correct individual.
- Use company vehicle to transport clients to doctors' appointments or other activities, and run errands for the agency, as requested.
- Assist with ordering and counting medication.
- Complete other duties as assigned.

Physical and Mental Requirements:

- With or without reasonable accommodation, the physical and mental requirements of this job include the following: frequent seeing, hearing, and reading, speaking, and writing clearly. Use of a computer for long hours. Frequent sitting, manual dexterity. Occasional lifting and moving of up to 25 pounds, reaching with hands and arms, stooping and kneeling. Ability to review data and format into meaningful reports. Ability to meet deadlines.

What you will bring along:

- Must be at least 21 years of age.
- Must have a High School Diploma or equivalent.
- Prefer training in clerical office skills through a formal training organization.
- Minimum of one year of administrative assistant and clerical experience required.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Intermediate typing skills using computer.
- Excellent organizational skills and attention to detail.
- Basic understanding of administrative and clerical procedures.
- Knowledge of the use and operation of FAX machines, photocopiers, and scanners.
- Ability to work independently and as part of a team.

Due to the nature of our work, additional requirements include:

- Proof of valid Texas Driver's License (Type C), access to reliable transportation, and good driving record.
- Three employment references.
- Cleared criminal background check.
- Cleared TB test results.
- Cleared pre-employment drug test.
- Working cellular telephone.

What to expect:

- We focus on career development and promotion – people are at the core of everything we do. If you are looking for a career and not just a job, you're in the right place.
- Pathways is the type of company where you can balance great work with great life. It doesn't matter if you're just out of college or your children are; we need you for what you can do.

What's in it for you? We take care of our people.

- Pay commensurate with your experience.
- Affordable health coverage for you and your family.
- Generous paid time off, flex days, and holidays.
- Employer matching retirement plan.
- Work side-by-side with other knowledgeable, dedicated, and diverse teams.
- Casual work environment and work outdoors.
- Amazing opportunities for career progression.
- A service you can be genuinely proud of!

We would love to hear from you. Submit your resume to be considered for this extraordinary opportunity to positively impact a teen's life. Pathways is an equal opportunity employer.