



## Hampton Roads Community Action Program

2410 Wickham Avenue  
P.O. Box 37  
Newport News, VA 23607

### POSITION ANNOUNCEMENT

**Position:** Administrative Secretary

**Location:** Southside

**Component:** Head Start

**Qualifications:** Candidates must have excellent time management and multitasking abilities. Must have an Associate's Degree in Business Administration, or related field with (3) three years proven experience in an administrative role. Background check and valid Virginia Driver's License required for employment.

**Duties:** Performs a variety of administrative duties that may involve filing, calculations, tracking, and checking documents. Operates a variety of office machines such as multi-line phone systems, copiers, calculators, personal computer, or other electronic devices. Greets and checks in visitors and provide, obtain, and receive information as required including answering general questions on agency programs and services, and assisting public in filling out forms and applications. Receives documents from the public and enters data into records. May receive and distribute incoming mail; processes out-going mail. Enter data and review for accuracy. Prepares correspondence, reports, and other materials from rough drafts.

**Salary:** \$21,168 - \$25,508 annually with Benefits. Forty (40) hours per week.

**Application:** Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. You can also visit: [www.hrcapinc.org](http://www.hrcapinc.org) to print an application and mail to P.O. Box 37, Newport News, VA, 23607. You can also email all applications to [hrcapresume@hrcapinc.org](mailto:hrcapresume@hrcapinc.org)

**Closing Date:** Applications accepted until position is filled.

The Hampton Roads Community Action Program is an Equal Opportunity Employer